

FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

NOV 30 1954

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.2)

DEC 1 1954

Division of Administrative Procedure

DO NOT WRITE IN THIS SPACE

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated:

By:

Acting Director

(Title)

FILED

In the Office of the Secretary of State
of the State of California

DEC 1 - 1954

At 10:40 o'clock: P M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

A-248 APPLICATIONS OF PERSONS ON PAROLE

A-248

The application of a parolee from a state or federal prison shall be taken and the usual determination of eligibility shall be completed, as for other applicants, without regard to his parole status. (See Sec. A-505, Definition of Residence)

(W&IC 2140, AGO NS 5624; AGO 54/94)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-505 DEFINITION OF RESIDENCE

A-505

Residence in California is defined as the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose. The following concepts shall be taken into consideration in determining the place of residence.

1. There can be only one residence.
2. Residence is established by union of act and intent; i.e., an individual who moves to California with intent to remain here, establishes California residence immediately upon his arrival in California.
3. Length of residence is acquired when residence, once established, remains unchanged by a subsequent union of act and intent; i.e., an individual who established California residence on 2/15/46 acquired 5 years California residence on 2/15/51 if he did not abandon California residence during that period.
4. Residence can be changed only by union of act and intent. Residence once established continues until the individual abandons that residence by establishing residence elsewhere. An intent to move to another place at some time in the future does not affect residence already established until such time as the intent is accompanied by actual removal to that place.

A person shall be considered to have residence at the place where he is living, if he is found to be living there voluntarily and not for a temporary purpose.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-505

RESIDENCE

Old Age Security

A-505 (Continued)

A-505

A person, who by legal process, is deprived of freedom of movement is not capable of applying the intent necessary to a change in his residence. Thus the residence of persons confined in a correctional institution, held under extradition proceedings, or confined under court commitment because of mental illness, does not change while under such control.

Persons released on a leave of absence from a state hospital (see Sec. A-252), either to the care of a specific individual or to a home licensed by the SDMH, remain under the supervision and control of the institution. The residence at time of commitment to the institution continues for such persons.

Residence of a person on parole from a state or federal prison (see Sec. A-248) may be changed by the union of act and intent in the same manner as residence for other persons is changed. The fact of parole has no bearing on this determination.

(W&IC 2140; Gov. Code 244; AGO 54/94)

A-510 LENGTH OF RESIDENCE

A-510

Residence in California begins when voluntary physical presence coincides with intent to remain. Voluntary physical presence in this state for a considerable length of time is indicative of intent to remain here. In the absence of evidence to the contrary, residence shall be deemed to have begun on the date of arrival.

The following subsequent periods are included when computing length of residence:

1. Periods of voluntary physical presence with intent to reside here.
2. Periods of absence for certain specific or temporary purposes, with intent to return to California.
3. Periods of incarceration in public custodial or correctional institutions in or out of the state, when California was the residence at time of incarceration.
4. Periods of confinement in a state hospital when California was the residence at time of commitment, and periods while on leave of absence therefrom (see Sec. A-505, Definition of Residence).

(W&IC 2140; AGO 54/94)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-1324

AID PAYMENTS

Old Age Security

SUSPENSION OF AID

A-1324 WITHHOLDING AND SUSPENSION OF AID PAYMENTS

A-1324

A. DEFINITIONS1. Withheld payment

A "withheld payment" is one which is held beyond the usual delivery date, while information which raises "reasonable doubt" concerning eligibility or the amount of grant is investigated.

2. "Suspension of Aid" is the action required to be taken by the Board of Supervisors, or a delegated agent, after delivery of a payment has been withheld beyond the month for which it was due. That action also constitutes authority to withhold payment for not more than two consecutive months following the first month for which payment was withheld, if the withholding of payment for those months is deemed to be necessary.

3. Reasonable doubt

"Reasonable doubt" is considered to exist when, in the course of the county's responsibility for investigation, circumstances such as the following arise:

- (1) A change in the recipient's circumstances indicates need for re-evaluation of the previously determined facts as to eligibility and/or the amount of the grant;
- (2) previously undisclosed information from a presumably reliable source conflicts with prior information in the record and the conflict has not been resolved;
- (3) it comes to attention that information in the record was previously overlooked or misinterpreted when determining eligibility and/or the grant.

B. INITIAL PAYMENTS

Action granting aid is in order only when complete supporting evidence of eligibility is on file in the county office. (See Secs. A-272, Disposal of Applications, and A-336, Investigation of New Applications.)

An initial payment shall not be "suspended." However, an initial payment may be "withheld" if new information received after authorization action and before delivery of the payment indicates that the authorization action may have been incorrect. In such case investigation shall be initiated immediately. If the original action is confirmed before the end of the month for which the initial payment is authorized, the warrant shall be released immediately. If not confirmed before the end of such month the warrant shall be canceled. In such case the county shall rescind the prior action and investigation of eligibility shall continue in the same manner as if there had been no prior action.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-OAS

REVISION 278

Revised November 19, 1954
Effective January 1, 1955

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Old Age Security

AID PAYMENTS

A-1324

A-1324 (Continued)

A-1324

C. CONTINUING PAYMENTS

When "reasonable doubt" is raised concerning eligibility, there is indication that the grant exceeds the correct amount, or the correct grant is not immediately ascertainable, the next payment may be withheld. The decision to withhold is dependent upon the county's evaluation of the circumstances. Whether the next payment is or is not withheld, the necessary investigation shall proceed promptly and with all diligence. If it is not completed by the end of the first month following that in which the question arose, further payment of aid shall be withheld and the investigation continued.

A withheld payment shall be delivered immediately if the completed investigation establishes eligibility to receive it. Should the investigation establish eligibility for a lesser amount, the county shall either:

cancel the warrant and reissue it in the correct amount
(after authorization action)

or

deliver the withheld payment provided any overpayment which results can be completely adjusted within the current adjustment period (See Secs. A-1310 and A-1312).

If the investigation is not completed on or before the last day of the month for which a withheld payment was issued, the warrant for the next month shall be issued, but its delivery withheld while the investigation is continued. In extreme cases it may not be possible to complete the investigation by the end of the month for which the second warrant was withheld. Under such circumstance the warrant for the third month shall be issued and its delivery withheld.

As soon as possible after the first of the month following that for which the first withheld payment was issued the board of supervisors or a delegated agent shall authorize suspension of aid. When a second and, if necessary, a third warrant is withheld, such withholding has the effect of extending the suspension of aid without further action by the board of supervisors or the delegated agent. In no case may delivery of more than three consecutive warrants be withheld.

Investigation may (1) establish ineligibility to current aid and to the withheld or suspended warrant(s) or (2) fail to resolve the "reasonable doubt" by the end of the third month for which payment was suspended. Under either circumstance aid shall be discontinued effective the last day of the month immediately preceding the first month for which the payment was withheld, and warrants for the months for which payment was withheld or suspended shall be canceled. (See Sec. A-1320, OAS Authorization Document.)

The provision of Sec. A-1326, Cancellation of Warrants for Months During Which Recipient was Ineligible Under Suspension Procedure governs when there is eligibility to current aid but the recipient was ineligible to receive one or more suspended payments.

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-1324

AID PAYMENTS

Old Age Security

A-1324 (Continued)

A-1324

D. NOTIFICATION TO RECIPIENT

The recipient shall receive immediate notification when delivery of a warrant is withheld beyond its usual delivery date for any reason other than death. The Notification of Action - OAS, Form Ag 239, or a substitute incorporating the information appearing on the Form Ag 239, shall be mailed to the last known address of the recipient and the case record shall show such notification was sent. The notification, whether by Form Ag 239 or a substitute form, shall include:

1. The reason for which the recipient's warrant is withheld.
2. A statement of what information, if any, is needed from the recipient or action required of him to assist in clarification of his eligibility.
3. Assurance that prompt investigation will be made and the withheld warrant paid if he is found eligible to receive it. (See Sec. A-276, Reporting County Action to Applicant.)

When it becomes necessary to withhold delivery of a second and/or a third warrant while eligibility is being investigated, further notification to the recipient of the reason for withholding payment is not required.

E. NOTIFICATION TO COUNTY AUDITOR

For each warrant which is to be withheld a notice shall be forwarded to the county auditor requesting that delivery of the warrant for the specified month be withheld. The specific reason shall be recorded on the notification, a copy of which shall be retained in the county case record.

When investigation establishes eligibility, the county auditor shall be forwarded two copies of a notification requesting release of the withheld warrant(s). A third copy shall be retained in the county file. The results of the investigation which justified release of the warrant shall be included in the case record, either in the narrative, or on the copy of the notification to the county auditor.

Upon release of the suspended or withheld payment the auditor shall indicate the date of release on the second copy, sign it, and return it to the county welfare department where it shall be filed in the case record. Authorization by the board of supervisors or delegated agent is not required to release a withheld or suspended warrant. In no case may the warrant(s) be released later than the last day of the second month following the first month for which payment was suspended. (See Sec. A-1316, Retroactive Aid Payments, Item 5.)

(W&IC 2140, 2220)

CALIFORNIA-SDSW-MANUAL-OAS

REVISION 280

Revised November 19, 1954
Effective January 1, 1955

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Old Age Security

APPEAL FOR FAIR HEARING

A-1516

A-1516 TIME LIMIT ON APPEALS

A-1516

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In an appeal by a recipient in which the issue is the amount of the grant, the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

Example: A recipient is granted \$50 monthly beginning in October, 1953. Payments are made regularly thereafter at \$50 per month. On April 20, 1954, she appeals, contending she should have received \$65 monthly. The ninetieth day preceding the date of filing the appeal is January 19, 1954. The period involved in the appeal begins January 1, 1954.

4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

(W&IC 103, 104.5)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-140 WHEN APPLICATION IS TO BE TAKEN

B-140

The Application, Form Bl 200, shall be signed by the applicant (and acknowledged by a properly qualified official) at the time when he first makes his need known, unless he does not desire to continue with the application. The applicant may realize that he is not eligible, or for some other reason may choose not to continue with the application. Persons who are obviously ineligible shall be permitted to sign an application if they wish to do so.

If aid has been denied, or if it has been discontinued for a period of more than twelve months, a new application shall be completed, except in any one of the following instances:

1. If an application has been denied erroneously; i.e., if the county had information that the person was eligible but the application was denied because this information was misinterpreted or overlooked, or if the application was denied before all reasonable sources of information as to eligibility had been exhausted.
2. If aid is granted on appeal to SSWB.
3. If the board of supervisors after a hearing rescinds a former denial action of the county.
4. If the SDSW finds that an appellant is eligible on degree of blindness. The appeal may be from either denial or discontinuance of aid. In either case, a completed authorization document shall be submitted to SDSW.
5. If the SDSW finds, upon subsequent eye examination, that an individual whose aid had been previously denied or discontinued for less than twelve months, because of insufficient blindness, is found eligible as to degree of blindness.
6. If request for restoration is made within twelve months following the date of denial or discontinuance.

Aid may be granted under ANB or APSB on an application taken for either program unless aid has been denied or discontinued for twelve months or more.

If aid is being transferred from one county to another a new application is not legally required. (See Sec. B-703, Item F)

(W&IC 3075, 3460)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-165 APPLICATION OF PAROLEE FROM PRISON

B-165

The application of a parolee from a state or federal prison shall be taken and the usual determination of eligibility shall be completed, as for other applicants, without regard to his parole status. (See Sec. B-358)

(W&IC 3075, 3460; AGO 5624, 54/94)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-358 RESIDENCE WHILE ON PAROLE

B-358

The legal residence of a person on parole from a state or federal prison (see Sec. B-165) may be changed by the union of act and intent in the same manner as residence for other persons is changed. The fact of parole has no bearing on this determination.

(W&IC 3075, 3460; AGO 54/94)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-540 EXEMPT EARNED INCOME IN ANB

B-540

The monthly earned income, not exceeding \$50, of an applicant for, or recipient of, ANB shall not be considered in determining the amount of aid.

Exempt earned income is defined as follows:

Income in cash or kind earned by an applicant or recipient of ANB through the receipt of wages, salary, commissions, or profit from activities in which he is engaged as a self-employed individual or as an employee. Such exempt earned income may be derived from his own employment, such as business enterprise, or farming; or derived from wages, salary or commissions received as an employee. It includes earnings over a period of time for which settlement is made at one given time, as in the instance of sale of farm crops, livestock, or poultry.

With reference to commission, wages, or salary, the term "exempt earned income" means the total amount, irrespective of expenses such as income tax deductions, lunches, and transportation to and from work. However, expenses of employment, such as the cost of tools, materials, special uniforms, or transportation to call on customers are deductible from the gross remuneration, if furnished by the employee.

In the instance of self-employment, the term "exempt earned income" means the total profit from business enterprise, farming, etc., resulting from a comparison of the gross income received with the "business expenses," i.e., total cost of the production of the income. Expenses such as income tax payments, lunches, and transportation to and from work are not classified as business expenses.

Returns from personal or real property holdings, such as the net income from rental of rooms, from purveying of board and room, from crops or livestock, etc., shall not be considered exempt earned income unless such returns result from an appreciable and continuous effort on the part of the applicant or recipient.

All income, other than exempt earned income, and earned net income in excess of \$50 shall be considered in determining the amount of aid. (See Sec. B-532, Definitions, B-538, Division of Income with Spouse, and B-560, Net Income from Wages, Salaries, and Commissions)

If earned income is received in a lump sum payment for services rendered over a period of more than one month, a sum up to \$50 (depending on the amount of other exempt income which may have been received) multiplied by the number of months during which the lump sum income was earned shall be exempt from consideration. (See Sec. B-574, Recurring Lump Sum Income in ANB)

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-540 (Continued)

B-540

Example 1: An ANB recipient has exempt income from earnings of \$40 a month. In addition, he has income from a life insurance policy of \$10 a month. Discussion with the recipient reveals that he has a special need for a telephone in the amount of \$4 a month. The recipient receives a grant of \$84.

Example 2: An ANB applicant has earned income of \$80 a month. In addition he receives \$20 a month from a son. Discussion with the applicant reveals he has special needs for housekeeping service and a telephone which totals \$50 a month. Since \$50 of the earned income is exempt from all consideration, the applicant actually has \$50 (\$30 plus \$20 from the son) non-exempt income with which to meet his needs. Therefore, special need of \$50 is established and the applicant is eligible for the maximum grant of \$90.

Example 3: An ANB recipient has earned income of \$80 a month, and in addition, receives \$20 a month from a son. Discussion with the recipient reveals he has special needs for medical and housekeeping services which total \$70 a month. Since \$50 of the earned income is exempt from all consideration, the recipient actually has \$50 (\$30 plus \$20 from the son) of nonexempt income with which to meet his needs partly. While special needs of \$70 are established, there is only \$50 of nonexempt income to be applied toward meeting these special needs, leaving an unmet need of \$20. The recipient receives the maximum grant of \$90.

Example 4: A married ANB recipient has income from earnings in the amount of \$110 a month. His wife has no income and her need has been determined to be \$80 a month. As \$50 of the recipient's income from earnings is exempt to the recipient, he may allocate a like amount, or \$50, to the support of his spouse (see Sec. B-538) thus leaving \$10 as nonexempt income to the recipient. The recipient is entitled to a grant of \$80 (\$90 minus \$10 nonexempt income), if he has no special needs. (If in the same example the recipient's income from earnings were \$87 a month, the first \$50 would be considered exempt to him, and the spouse would be allocated \$37 toward her support.)

Example 5: An ANB recipient is employed at a salary of \$80 a month. It is determined that he has regular monthly expense of employment in the amount of \$1.50 for a tool to be deducted from the \$80, leaving \$78.50. Of this amount \$50 is exempt from all consideration, leaving a balance of \$28.50. It is then determined that the cost of lunches and carfare, both directly incident to the employment, amount to \$15 a month which, when deducted from the \$28.50, leaves \$13.50 net income which shall be taken into consideration in determining the amount of the grant.

The case record shall show the method used in determining the amount of income exempt from consideration in computing the amount of aid.

Property accumulated from earnings shall be given the same treatment as property accumulated from any other source.

(W&IC 3075, 3084.3)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

AID PAYMENTS

B-636 WITHHOLDING AND SUSPENSION OF AID PAYMENTS

B-636

A. DEFINITIONS1. Withheld payment

A "withheld payment" is one which is held beyond the usual delivery date while information which raises "reasonable doubt" concerning eligibility or the amount of grant is investigated.

2. "Suspension of Aid" is the action required to be taken by the Board of Supervisors, or a delegated agent, after delivery of a payment has been withheld beyond the month for which it was due. That action also constitutes authority to withhold payment for not more than two consecutive months following the first month for which payment was withheld, if the withholding of payment for those months is deemed to be necessary.

3. Reasonable doubt

"Reasonable doubt" is considered to exist when, in the course of the county's responsibility for investigation, circumstances such as the following arise:

- (1) A change in the recipient's circumstances indicates need for re-evaluation of the previously determined facts as to eligibility and/or the amount of the grant;
- (2) previously undisclosed information from a presumably reliable source conflicts with prior information in the record and the conflict has not been resolved;
- (3) it comes to attention that information in the record was previously overlooked or misinterpreted when determining eligibility and/or the grant.

B. INITIAL PAYMENTS

Action granting aid is in order only when complete supporting evidence of eligibility is on file in the county office. (See Sec. B-207, Prompt Completion of Investigation and B-226 Certification and Affirmation of Eligibility.) An initial payment shall not be "suspended." However, an initial payment may be "withheld" if new information received after authorization action and before delivery of the payment indicates that the authorization action may have been incorrect. In such case investigation shall be initiated immediately. If the original action is confirmed before the end of the month for which the initial payment is authorized, the warrant shall be released immediately. If not confirmed before the end of such month the warrant shall be cancelled. In such case the county shall rescind the prior action and investigation of eligibility shall continue in the same manner as if there had been no prior action.

C. CONTINUING PAYMENTS

When "reasonable doubt" is raised concerning eligibility, there is indication that the grant exceeds the correct amount, or the correct grant is not immediately ascertainable, the next payment may be withheld. The decision to withhold is dependent upon the county's evaluation of the circumstances. Whether the next payment is or is not withheld, the necessary investigation shall proceed promptly and with all diligence. If it is not completed by the end of the first month following that in which the question arose, further payment of aid shall be withheld and the investigation continued.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-AB

REVISION 399

Revised November 19, 1954
Effective January 1, 1955

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

AID PAYMENTS

Aid to the Blind

B-636 (Continued)

B-636

Aid shall not be discontinued or suspended upon receipt of a Report of Eye Examination (Form Bl 227 or Bl 227A) which raises question as to the degree of blindness. The procedure outlined in Sec. B-259, Procedure When Continued Eligibility of a Recipient is Questioned on Degree of Blindness, shall be followed.

A withheld payment shall be delivered immediately if the completed investigation establishes eligibility to receive it. Should the investigation establish eligibility for a lesser amount, the county shall either:

cancel the warrant and reissue it in the correct amount
(after authorization action)

or

deliver the withheld payment provided any overpayment which results can be completely adjusted within the current adjustment period
(See Secs. B-633 and B-648).

If the investigation is not completed on or before the last day of the month for which a withheld payment was issued, the warrant for the next month shall be issued, but its delivery withheld while the investigation is continued. In extreme cases it may not be possible to complete the investigation by the end of the month for which the second warrant was withheld. Under such circumstance the warrant for the third month shall be issued and its delivery withheld.

As soon as possible after the first of the month following that for which the first withheld payment was issued the board of supervisors or a delegated agent shall authorize suspension of aid. When a second and, if necessary, a third warrant is withheld, such withholding has the effect of extending the suspension of aid without further action by the board of supervisors or the delegated agent. In no case may delivery of more than three consecutive warrants be withheld.

Investigation may (1) establish ineligibility to current aid and to the withheld or suspended warrant(s) or (2) fail to resolve the "reasonable doubt" by the end of the third month for which payment was suspended. Under either circumstance aid shall be discontinued effective the last day of the month immediately preceding the first month for which the payment was withheld, and warrants for the months for which payment was withheld or suspended shall be cancelled. (See Secs. B-663, Authorization Document - Aid to the Blind, and B-666, Notification to SDSW of Change in Status of Recipient.)

If an authorized award is in effect but delivery of two or more warrants is withheld under the provisions of this section, while determination of eligibility is made, it will sometimes be established that the recipient was ineligible to certain of the suspended warrants but eligible to the others. The warrant or warrants to which the recipient is found ineligible shall be cancelled and such cancellations shall be reported to the SDSW as required in Sec. F-740, Manual of Fiscal Policies and Procedures.

If aid continues, the cancellation of an interim suspended warrant does not result in an interruption of the authorization for payment of aid. The authorization has been continuously in effect and, therefore, aid is not discontinued by a cancelled payment. The delivery of a warrant for the month following the period covered by the cancelled suspended warrant or warrants does not represent restoration. The authorization document showing county action shall be filed in the case record indicating the month or months for which the suspended payments were cancelled together with the reason.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT 5
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-636 (Continued)

B-636

D. NOTIFICATION TO RECIPIENT

The recipient shall be notified immediately when the warrant is held beyond the usual delivery date for any reason other than death as provided in Sec. B-232.

E. NOTIFICATION TO COUNTY AUDITOR

For each warrant which is to be withheld a notice shall be forwarded to the county auditor requesting that delivery of the warrant for the specified month be withheld. The specific reason shall be recorded on the notification, a copy of which shall be retained in the county case record.

When investigation establishes eligibility, the county auditor shall be forwarded two copies of a notification requesting release of the withheld warrant(s). A third copy shall be retained in the county file. The results of the investigation which justified release of the warrant shall be included in the case record, either in the narrative, or on the copy of the notification to the county auditor.

Upon release of the suspended or withheld payment the auditor shall indicate the date of release on the second copy, sign it, and return it to the county welfare department where it shall be filed in the case record. Authorization by the board of supervisors or delegated agent is not required to release a withheld or suspended warrant. In no case may the warrant(s) be released later than the last day of the second month following the first month for which payment was suspended. (See Sec. B-630, Retroactive Aid Payments, Item 5.)

(W&IC 7.1, 3075, 3078, 3078.5, 3460)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

B-715 TIME LIMIT ON APPEALS

B-715

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, in the determining date.
3. In an appeal by a recipient in which the issue is the amount of the grant, the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

Example: A recipient is granted \$50 monthly beginning in October, 1953. Payments are made regularly thereafter at \$50 per month. On April 20, 1954, she appeals, contending she should have received \$65 monthly. The ninetieth day preceding the date of filing the appeal is January 19, 1954. The period involved in the appeal begins January 1, 1954.

4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**R FILING ADMINISTRATIVE REGULATI
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

C-140 INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

C-140

(Subsection C Revised)

C. INSTRUCTIONS FOR PART TWO OF THE APPLICATION FOR AID TO NEEDY CHILDREN -
STATEMENT OF FACTS RELATING TO ELIGIBILITY FOR AID TO NEEDY CHILDREN

A separate statement shall be completed for each set of children having both parents in common and listed on Part One of the application.

Application-Affirmation. The county shall check the appropriate box to indicate whether the form is being completed as part of the application or as the recipient's affirmation of eligibility.

Identifying Information. Enter the County, State No., County No., Former State No., Name of Applicant, Relationship to Children, Address, and City as provided in Item B for Part One of the Application.

1. Names, Social Security Numbers, and Addresses of Parents. Enter the given name and surname, social security number, and the address of the natural or adoptive mother and father of the children listed below in the appropriate line. If either parent is dead, enter "deceased" in place of address. If the whereabouts of either parent is unknown, enter "unknown" in place of address. However, if part of the address is known, such as city or state, as much as is known should be entered. If there is no social security number, enter "none"; if the social security number is not known, enter "unknown".

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

APPLICATION PROCESS

C-140

C-140 (Continued)

C-140

2. Full Name of Child. Address. Date and Place of Birth Date Last Came to California. Enter the full names of the children of the parents listed above who were also included on Part One of the Application. Enter the full address of each child wherever he is living. Enter the month, day, and year of birth of each child and the name of the state in which he was born. Enter the date the child not born in California, last came to this state.
3. Status of Parents.
- a. Is either parent dead? Enter "no" if both parents are living. Enter "yes" if either or both parents are dead. Designate which parent is dead by entering "mother," "father," or "both."
- b. Is either parent living out of the home? Enter "no" if both parents are living together in the home with the children. Enter "yes" if either or both parents are living away from the home and children. Designate which parent or both, and enter date the parent left the home.
- c. Is either parent disabled? Enter "no" if neither parent is disabled. Enter "yes" if in the applicant's opinion either or both parents are unable to engage in any full time regular employment due to a physical or mental disability. Designate which parent is disabled by entering "father," "mother," or "both." Describe briefly the nature of the disability in the applicant's words.
- d. Is the child relinquished for adoption and found unplaceable? Enter "yes" if the child has been relinquished for adoption to an adoption agency licensed by the SDSW, the relinquishment has been filed with the SDSW, and the adoption agency has certified that the child is unplaceable for adoption. Otherwise, enter "no."
4. State Residence.
- a. On what date did father last come to California? Enter the date the father last came to California if he is now in California. Enter "not in California" if he is living out of the state.

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-140

APPLICATION PROCESS

Aid to Needy Children

C-140 (Continued)

C-140

- b. On what date did mother last come to California? Enter the date the mother last came to California if she is now in California. Enter "not in California" if she is living out of the state.
5. Do the Children and/or the Parents Own or Have an Interest in Real Property? Enter "yes" if any or all of the children or either or both of the parents living in the home, together or separately, own or have any interest in real property. Otherwise, enter "no."
- a. Description and Locations. Is it mortgaged? Mortgage held by:
If property is owned, describe, as "house," "vacant lot," "20 acre farm," etc., and give location of property. Indicate whether the property is mortgaged and enter the name and address of the mortgagor, if any. If no property is owned, enter "none."
- b. Does the parent not living in the home own real property? Enter "yes" if the applicant knows the absent parent owns or has an interest in real property. Enter "no" if the applicant knows the absent parent does not own real property. Enter "unknown" if the applicant does not know or is not certain as to whether or not the absent parent owns real property. Describe and give location of any property owned.
6. Do the Children and/or the Parents Have Personal Property?
Enter "yes" if any or all of the children or either or both of the parents living in the home, together or separately, have personal property. (See Sec. C-327-B). Otherwise, enter "no."
- a. Cash and Bank Account. Enter the amount of cash on hand, and amount in bank and enter the name of the bank.
- b. Life Insurance. Enter the names of the companies with which the parents and children are insured and indicate the number of policies carried with each company.
- c. Automobile. Enter the year, make and model of any automobile owned or being purchased.
- d. Securities. Describe any securities owned, e.g., "three-\$25 war bonds."
- e. Other. Describe any other personal property owned.
- f. Does the Parent Not Living in the Home Have Personal Property?
Enter "yes" if the applicant knows the absent parent has personal property. Enter "no" if the applicant knows the absent parent does not have personal property. Enter "unknown" if the applicant does not know or is not certain as to whether or not the absent parent has personal property. Describe any personal property the absent parent has.

(Section Continued on Next Page)

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

APPLICATION PROCESS

C-140

C-140 (Continued)

C-140

7. Was Any Real or Personal Property Owned by Parents and/or Children Disposed of During the Last Year? Enter "yes" if the children and the parents living in the home disposed of any real or personal property during the past year and describe the transaction. Otherwise, enter "no."
8. Was Any Real or Personal Property Owned by the Absent Parent Disposed of During the Last Year? Enter "yes" if the absent parent disposed of any real or personal property during the last year and describe the transaction. Enter "no" if no property was disposed of. Enter "unknown" if it is not known whether the absent parent had disposed of property.
9. Did the Family Have Any Income Other Than Public Assistance During the Last 3 Months? Enter "yes" if the family had any income during the 3 months prior to the current month. Otherwise, enter "no."
 - a. Average of last 3 months earnings of parent with whom the children live. Enter the average gross monthly earnings of the parent during the 3 months prior to the current month. Otherwise, enter "none."
 - b. Average of last 3 months contribution from parent not living with children. Enter the average monthly contribution during the 3 months prior to the current month. Otherwise, enter "none."
 - c. Other. Enter the source of any other income received during the 3 months prior to the current month and the average monthly amount of income for this period from each source.
10. Is Either Parent or Any Child in the Home Employed? Enter "yes" if any such person is employed and give name of person, name of employer, and amount of weekly or monthly wage.
11. List the Name of Each Child 16 and 17 Years of Age and Indicate Opposite his Name Whether he is Regularly Attending School, Disabled, Employed, or Unemployed. Self-explanatory.

Signature of Applicant. The applicant is to make his usual signature, either his true name or his alias. A woman is to use her own given name, not her husband's given name. An applicant who usually prints his name may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint is not an acceptable signature. If the applicant is unable to sign his name, a mark or thumb print may be used. In this case, the signatures of two persons are required as witnesses.

Acknowledgment. The applicant's signature on Part Two of the application shall be acknowledged under oath before the director or his representative authorized to take such acknowledgment.

(W&IC 1550, 1560; Gov. C 6105)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

APPLICATION PROCESS

C-165

C-165 IMPORTANT NOTICE TO CLAIMANT

C-165

The reverse side of Forms CA 200 Part I and Part II (See Sec. C-140) and CA 239 (See Sec. C-160), shall contain the following statement:

IMPORTANT NOTICE

Your County Welfare Department wants you to receive Aid to Needy Children payments for eligible children promptly and in the right amount.

The County Welfare Department should be notified immediately if the children move to another address. Otherwise, the next Aid to Needy Children check may be late if it is mailed to the wrong address.

Any changes in the family's or children's circumstances should be reported promptly. If changes are not reported promptly you may not receive the full amount of aid to which the children are entitled or you may receive aid to which the children are not entitled. If you receive aid to which the children are not entitled, we must demand that you make repayment to us.

Following are some of the kinds of changes you must report:

- Real property is acquired or disposed of by the parents or children.
- Personal property is acquired or disposed of by the parents or children.
- Any of the children marry or either parent of the children remarries.
- Changes in members of the household. You should notify us when an additional member moves into the home or when a household member leaves the home.
- Changes of address for the parent not living in the home or information regarding the whereabouts of the absent parent.
- An absent parent returns to the home or an incapacitated parent recovers sufficiently that he is able to work.
- Children 16 or 17 years of age stop attending school or if they have been employed become unemployed.
- Income. The parents or children begin to receive income from earnings, contributions from persons, unemployment or disability benefits, veterans' benefits, Old Age and Survivors Insurance, rent, or income from any other source.
- Income changes. Even if you have already notified us that the children or their parents are receiving income from some source, you must let us know if that income increases, decreases, or stops.
- Needs change. You should notify us immediately if your expenses increase or decrease.

When there is any change in the circumstances of the family or children, you must notify us immediately by letter, by calling at our office, or by telephone.

County Welfare Department

If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The department will then notify the county welfare department. Upon receipt of this notification, the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment, it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied.

Offices of the State Department of Social Welfare are located at:

Cairns Building, 108 West 6th Street, Los Angeles 14, California
1530 Capitol Avenue, Sacramento 14, California
Pacific Building, 821 Market Street, San Francisco 3, California

(W&IC 1560)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 426

Revised November 19, 1954
Effective January 1, 1955

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATI
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-273 DEFINITION OF STATE RESIDENCE

C-273

Residence is not defined in the ANC law. Therefore, the word "residence" and its derivatives "reside" and "residing" are interpreted in accordance with provisions of the general laws, except as they conflict with specific provisions of the W&IC.

Residence is not to be confused with length of residence required as a condition of eligibility.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-273

DETERMINATION OF ELIGIBILITY - STATE RESIDENCE

Aid to Needy Children

C-273 (Continued)

C-273

If the residence of the child depends upon the residence of his parents, determination of residence shall be made in the light of the following definitions:

1. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
2. There can be only one residence.
3. A residence cannot be lost until another is gained.
4. Residence can be changed only by union of act and intent. Before residence is gained, it is necessary that there be physical presence and intent to establish residence in a certain place. The factor of intent involves, as a prerequisite, ability to make a choice. Therefore, a person who by legal process, is deprived of freedom of movement is not capable of applying the intent necessary to a change in his residence. Thus the residence of persons confined in a correctional institution, held under extradition proceedings, or confined under court commitment because of mental illness, does not change while under such control.

Residence of a person on parole from a state or federal prison may be changed by the union of act and intent in the same manner as residence for other persons is changed. The fact of parole has no bearing on this determination.

Persons released on a leave of absence from a state hospital either to the care of a specific individual or to a home licensed by the SDMH, remain under the supervision and control of the institution. The residence at time of commitment to the institution continues for such persons.

However, if a parent who was living in California with the intent to establish residence here is confined in a prison or committed to a public hospital in California, time spent in such public institution is considered in establishing state residence.

A person living on land leased by United States Agencies from the state, its political subdivisions or individuals, or on land owned by the United States within the boundaries of California may acquire state and county residence by union of act and intent. Such lands include Indian Reservations, Housing Projects constructed by the Federal Works Agency and the U.S. Housing Authority, Military Reservations, Federal Prison Lands such as Alcatraz, etc. (AGO 52/183, Arapajolu et al vs McMenamin A.C.A.900.)

Voluntary physical presence in this state for any considerable length of time may indicate intent to reside here. In the absence of evidence to the contrary, residence shall be considered to begin on the date of entry into California.

Temporary absence from the state with intent to return to California does not interrupt residence already acquired in this state and such periods of absence are included when computing length of residence. Temporary absence includes absence for such purposes as:

1. Visiting or seeking employment.
2. Employment which entails travel, such as that of salesmen, merchant seamen, migratory workers, and entertainers.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-273 (Continued)

C-273

3. State or U. S. business or employment, including military service.
4. Confinement in a prison or commitment to a public hospital.

Residence of a husband determines that of his wife, whether she is an adult or a minor. If the husband dies, or the couple are divorced, the widow, or divorced wife, whether adult or minor, determines her own residence. A husband, however, is deemed to reside where his family has residence unless he establishes a separate residence elsewhere by act and intent. A woman, upon marriage, does not acquire her husband's prior length of residence.

The residence of a female minor whose marriage has been annulled is governed by her parents. The residence of a child of an unmarried minor is governed by the residence of the mother's parents or by the father's residence if paternity has been established.

Residence of a guardian does not establish state residence for his ward for the purpose of ANC.

(W&IC 1560; Gov. C. 244; AGO 54/94)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-536

C-536 WITHHOLDING AND SUSPENSION OF AID PAYMENTS

C-536

A. DEFINITIONS1. Withheld payment

A "withheld payment" is one which is held beyond the usual delivery date while information which raises "reasonable doubt" concerning eligibility or the amount of grant is investigated.

2. "Suspension of Aid" is the action required to be taken by the board of supervisors, or a delegated agent, after delivery of a payment has been withheld beyond the month for which it was due. That action also constitutes authority to withhold payment for not more than two consecutive months following the first month for which payment was withheld, if the withholding of payment for those months is deemed to be necessary.

3. Reasonable doubt

"Reasonable doubt" is considered to exist when, in the course of the county's responsibility for investigation, circumstances such as the following arise:

- (1) A change in the recipient's circumstances indicates need for re-evaluation of the previously determined facts as to eligibility and/or the amount of the grant;
- (2) previously undisclosed information from a presumably reliable source conflicts with prior information in the record and the conflict has not been resolved;
- (3) it comes to attention that information in the record was previously overlooked or misinterpreted when determining eligibility and/or the grant.

B. INITIAL PAYMENTS

Action granting aid is in order only when complete supporting evidence of eligibility is on file in the county office. (See Secs. C-155, Action on Applications and Requests for Restoration, and C-201, Prompt Determination of Eligibility.) An initial payment shall not be "suspended." However, an initial payment may be "withheld" if new information received after authorization action and before delivery of the payment indicates that the authorization action may have been incorrect. In such case, investigation shall be initiated immediately. If the original action is confirmed before the end of the month for which the initial payment is authorized, the warrant shall be released immediately. If not confirmed before the end of such month the warrant shall be canceled. In such case the county shall rescind the prior action and investigation of eligibility shall continue in the same manner as if there had been no prior action.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

C-536

PAYMENT OF AID

Aid to Needy Children

C-536 (Continued)

C-536

C. CONTINUING PAYMENTS

When "reasonable doubt" is raised concerning eligibility, there is indication that the grant exceeds the correct amount, or the correct grant is not immediately ascertainable, the next payment may be withheld. The decision to withhold is dependent upon the county's evaluation of the circumstances. Whether the next payment is or is not withheld, the necessary investigation shall proceed promptly and with all diligence. If it is not completed by the end of the first month following that in which the question arose, further payment of aid shall be withheld and the investigation continued.

A withheld payment shall be delivered immediately if the completed investigation establishes eligibility to receive it. Should the investigation establish eligibility for a lesser amount, the county shall either:

cancel the warrant and reissue it in the correct amount (after authorization action)

or

deliver the withheld payment provided any overpayment which results can be completely adjusted within the current adjustment period (See Secs. C-533 and C-539).

If the investigation is not completed on or before the last day of the month for which a withheld payment was issued, the warrant for the next month shall be issued, but its delivery withheld while the investigation is continued. In extreme cases it may not be possible to complete the investigation by the end of the month for which the second warrant was withheld. Under such circumstances the warrant for the third month shall be issued and its delivery withheld.

As soon as possible after the first of the month following that for which the first withheld payment was issued the board of supervisors or a delegated agent shall authorize suspension of aid. When a second and, if necessary, a third warrant is withheld, such withholding has the effect of extending the suspension of aid without further action by the board of supervisors or the delegated agent. In no case may delivery of more than three consecutive warrants be withheld.

Investigation may (1) establish ineligibility to current aid and to the withheld or suspended warrant(s), or (2) fail to resolve the "reasonable doubt" by the end of the third month for which payment was suspended. Under either circumstance aid shall be discontinued effective the last day of the month immediately preceding the first month for which the payment was withheld, and warrants for the months for which payment was withheld or suspended shall be canceled.

(See Sec. C-569, Instructions for Completing Authorization Document.)

If aid payments are authorized but delivery of two or more warrants is withheld while investigation is made, it will sometimes be established that the child was ineligible for certain of the suspended warrants but eligible for the others. The warrant or warrants for which the child is found ineligible shall be canceled and such cancellation shall be authorized.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-536

C-536 (Continued)

C-536

If aid continues, the cancellation of an interim suspended warrant or warrants does not result in an interruption of the authorization for payment of aid. The authorization has been continuously in effect and, therefore, aid is not discontinued by a canceled payment. The delivery of a warrant for the month following the period covered by the canceled suspended warrant or warrants does not constitute restoration. The authorization document shall show the month or months for which the suspended payment was canceled and the reason.

If it is found, during the suspension of payment, that the child was overpaid in either of the two months prior to the month for which payment is suspended, the overpayment shall be adjusted in accordance with Sec. C-533, Decrease in the Aid Payment, or Sec. C-539, Discontinuance of the Aid Payment.

If, during suspension of payment, it is determined that the child was eligible for a greater amount of aid than that for which a suspended warrant or warrants were issued, the original warrant or warrants may be released. The additional amount due for a particular month may be paid retroactively, or the original warrant or warrants may be canceled and a new warrant or warrants in the correct amount issued. (See Sec. C-530, Increase in the Aid Payment.)

D. NOTIFICATION TO COUNTY AUDITOR

For each warrant which is to be withheld a notice shall be forwarded to the county auditor requesting that delivery of the warrant for the specified month be withheld. The specific reason shall be recorded on the notification, a copy of which shall be retained in the county case record. (See Sec. C-566 for requirements on notification to the payee that a warrant has been withheld.)

When investigation establishes eligibility, the county auditor shall be forwarded two copies of a notification requesting release of the withheld warrant(s). A third copy shall be retained in the county file. The results of the investigation which justified release of the warrant shall be included in the case record, either in the narrative, or on the copy of the notification to the county auditor.

Upon release of the suspended or withheld payment the auditor shall indicate the date of release on the second copy, sign it, and return it to the county welfare department where it shall be filed in the case record. Authorization by the county is not required to release a withheld or suspended warrant. In no case may the warrant(s) be released later than the last day of the second month following the first month for which payment was suspended.

(W&IC 1552.5, 1560)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-616 TIME LIMIT ON APPEALS

C-616

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In an appeal by a recipient in which the issue is the amount of the grant the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

Example: A recipient is granted \$50 monthly beginning in October, 1953. Payments are made regularly thereafter at \$50 per month. On April 20, 1954, she appeals, contending she should have received \$65 monthly. The ninetieth day preceding the date of filing the appeal is January 19, 1954. The period involved in the appeal begins January 1, 1954.

4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

(W&IC 103, 104.5)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

FISCAL

AID REPAYMENTS

F-400

F-400 TERMINOLOGY USED IN AID REPAYMENTS

F-400

A. REPAYMENTS RECEIVABLE

Amounts receivable from, or on behalf of, recipients or former recipients as the result of an overpayment totalling \$2 or more, and not adjusted or adjustable within the current adjustment period and for which there is right to demand repayment, are termed "repayments receivable." Items affecting county funds only; responsible relative recoveries; or "Current Cash Adjustments" shall not be included in the repayment receivable file maintained for purpose of completion of the Quarterly Repayment Report.

While all amounts received from, or on behalf of, recipients or former recipients are required to be reported as abatements on aid claims to the state (See Chapter VII), this chapter deals only with repayments receivable. Only repayments receivable are to be set up as repayments receivable accounts (See Sec. F-470), are to be reported in Quarterly (or Monthly) Repayment Reports, (See Sec. F-490), and are affected by the procedures set forth in the other sections of this chapter.

B. CURRENT CASH ADJUSTMENTS

Amounts received within the current adjustment period from, or on behalf of, recipients which represent repayments of an overpayment and are in lieu of grant reduction or discontinuance are termed "current cash adjustments."

C. VOLUNTARY REPAYMENTS

Amounts received from, or on behalf of, recipients or former recipients on a voluntary basis which represent return of aid legally paid are termed "voluntary repayments."

D. DEBTOR

In OAS, ANB, APSB this term refers to the recipient or former recipient who has received an overpayment for which the right exists to demand repayment, except that in guardianship cases it refers to the person holding guardianship of the recipient's estate during the time the overpayment was made.

In ANC, the term refers to the person from whom the county has the right to demand repayment for the overpayment of aid. Depending on the circumstances in the individual case, the debtor may be the person who signed the application, the payee, the parent, the person or agency in loco parentis, the person who failed to report the change in circumstances, or any combination of these persons.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-440 PLAN FOR COLLECTION OF REPAYMENTS

F-440

A. Procedures shall be established to safeguard the moneys due the County, State, and Federal Governments as follows:

1. Establishment of adequate internal controls to prevent overpayments of aid.
2. Immediate investigation of apparent overpayments to determine if the right to request repayment exists.
3. Execution of a plan for collection prescribed by this section whenever the right to request repayment exists.
4. Periodic follow-up of all unsecured debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than semiannually. If circumstances justify, follow-up may well be made monthly.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-440

AID REPAYMENTS

FISCAL

F-440 (Continued)

F-440

B. The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been submitted to, and approved by, the SDSW.

1. If, within a reasonable time from service of a Demand for Repayment (See Sec. F-440), the repayment has not been made or a satisfactory plan for repayment submitted, the debtor shall be requested to complete and sign a noninterest bearing Agreement to Reimburse Note (see Suggested Forms B and C in Form Chapter). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In lieu of a note the debtor may be requested to execute a Confession of Judgment (see Suggested Form D in Form Chapter) with the understanding the judgment will be executed only in accordance with Sec. F-430 or if additional property becomes available.

If a debtor has a policy of life insurance subject to cash surrender value of \$50 or more and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary.

All resources of the debtor shall be considered in determining whether any plan proposed by him is a satisfactory plan for repayment. For example, a debtor who has substantial cash or other resources from which repayment can be made, should not be permitted to repay in small monthly installments.

2. If the debtor is unwilling to execute a note or a Confession of Judgment, the county shall file a suit unless investigation prescribed in Sec. F-420 has determined that the debtor does not own property from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suit in small claims court is recommended, but not mandatory.
3. Whenever a judgment has been obtained, an abstract thereof shall be recorded immediately with the recorder of any county in which the debtor has, or is likely to acquire, an interest in real property.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**R FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

FISCAL

AID REPAYMENTS

F-440

F-440 (Continued)

F-440

4. Judgments, promissory notes, assignments of insurance policies, and liens shall be renewed as necessary to insure that they will not lapse because of the running of a Statute of Limitations. (See Item 8 of this section.)
5. If the debtor is a recipient of aid and has no resources available to satisfy the debt, and a lien has been recorded against his property, collection shall not be initiated until the property is sold, or after his death, at which time the county shall file a claim against his estate.
6. A periodic check of probate records shall be made. It is recommended that this check be made continuously, but in no event shall it be made less frequently than quarterly. Any probate involving the estate of a deceased debtor as defined in Sec. F-400 shall be checked to determine if a claim for repayments receivable can be filed against the estate.

Any probates of estates of deceased recipients of OAS which indicate that the decedent may have been possessed of property in excess of the amount authorized by law shall be investigated further to determine if action under W&IC 2223 is in order. (See Sec. F-450)
7. Other remedies contained in the California Code of Civil Procedures, except as prohibited by W&IC 1505, 2006, 3008, and 3407, may be utilized by the county to enforce collection of amounts due from debtors. These remedies include garnishment, attachment, restraining orders, and proceedings supplemental to execution.
8. Counties may include in their promissory notes a provision that the debtor waives the Statute of Limitations. Unless extended, waived, or rendered inoperative by an action of the debtor, the Statutes of Limitations in California on repayment of aid are generally as follows:
 - a. For unsecured debts not arising from fraudulent action on the part of the debtor nor evidenced by a promissory note or a contract in writing, the statute runs two years from the date of the overpayment.
 - b. Where the liability is created by statute, the Statute of Limitations runs three years from the date of the overpayment.
 - c. Where fraud is established on the part of the debtor, the statute runs three years from the date of the discovery of the fraud.

(Section Continued on Next Page)

CONTINUATION SHEET
**R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

F-440 (Continued)

F-440

- d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
- e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures, Sections 336 to 345, inclusive.)

If any debt appears to be in jeopardy because of the running of a Statute of Limitations, action shall be taken to prevent denial of the county's right to enforce collection. Collection of debts in which the statute time limit has passed shall be pursued in the same manner as other debts and all efforts shall be made to renew the statutory period. A Statute of Limitations is applicable only if successfully invoked by a debtor or his authorized agent. Closing of collection effort shall only occur if and when recovery of the debt is legally impossible because of the debtor's successful invocation of the statute.

- C. Although the steps outlined in this section are in a certain sequence the county need not follow such sequence and the county may take the more forceful steps suggested herein skipping certain intervening steps.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**R FILING ADMINISTRATIVE REGULATION
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

FISCAL

AID REPAYMENTS

F-480

F-480 CLASSIFICATION OF REPAYMENTS RECEIVABLE ACCOUNTS

F-480

Repayments receivable accounts are classified as follows:

1. Active accounts
2. Inactive accounts
 - a. Unsecured
 - b. Secured
3. Closed accounts

Active accounts are those on which installment payments are currently received, or the county is proceeding toward development of a plan for collection, securing of insurance assignments, or of a confession of judgment, promissory note, or court action.

Inactive unsecured accounts are those in which the determination has been made that the debtor has no resources from which to make repayment.

Inactive secured accounts are those on which the county has a lien, chattel mortgages or assignment of insurance. This includes accounts which have been secured to the greatest possible extent even if the security does not fully cover the repayment receivable.

Closed Accounts are defined as those in which the repayment receivable has been paid in full or which have been written off by the county as being uncollectible.

All accounts shall be retained by the county in a manner and place readily accessible for subsequent SDSW review.

Accounts shall be reclassified from active or inactive to closed as follows:

1. When the debt is fully repaid.
2. If the debt is less than \$50 and collection cannot be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt.
3. If the debt is discharged in bankruptcy proceedings.
4. If the statute of limitation has run on the debt; a final effort shall be made to obtain repayment, but if this effort is unsuccessful, the account may be closed.
5. If the debtor is deceased and there is no feasible means of recovery from the estate or the heirs.
6. If the county, after opening a repayment receivable account, determines that there was no right to demand repayment.
7. When the debtor's whereabouts is unknown; county procedure must be such that the case will be reactivated if debtor's whereabouts becomes known at some future time.
8. For any other reason upon the written recommendation of the District Attorney or County Counsel.

(W&IC 115, 116, 1560, 2140, 3075, 3460)

CALIFORNIA-SDSW-MANUAL-FISCAL

REVISION 128

Revised November 19, 1954
 Effective January 1, 1955

DO NOT WRITE IN THIS SPACE

R FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

FISCAL

GOVERNMENTAL PARTICIPATION

F-520

F-520 FEDERAL PARTICIPATION IN AID PAYMENTS

F-520

The Federal Government participates in most, but not all, of the OAS, ANB and ANC payments made to or on behalf of eligible persons in whose payments there is state participation.

In OAS and ANB there is no federal participation in:

1. Any payment made to a patient who is confined to any public or private institution maintained for the purpose of treating persons suffering from tuberculosis or mental disease. Federal participation is therefore not available in payments to recipients in private homes or institutions licensed by the State Department of Mental Hygiene to care for the mentally ill or in private tuberculosis institutions licensed by the State Department of Public Health. Likewise there is no federal participation in payments made to patients cared for in other types of institutions if there is a diagnosis of tuberculosis or psychosis. (If federal participation is in order on the first day of the month, the federal government participates in the payment for the full month although the recipient may be admitted to a tuberculosis or mental hospital or institution during the month.) See Secs. A-930, A-960, A-1352 of the Manual of Policies and Procedures-OAS, and B-521, B-524, B-752 of the Manual of Policies and Procedures-AB.
2. Any payment made to a guardian who is an employee of the State Department of Mental Hygiene.

In ANC there is no federal participation in any payment made:

1. For a child over 16 years of age who is not attending school regularly. (See Secs. C-435 and C-438 of the Manual of Policies and Procedures-ANC)
2. For a caretaker who does not come within the definition of a needy relative. (See Sec. C-439 of the Manual of Policies and Procedures-ANC)
3. For a child who is not living in the home of a relative who has the required degree of relationship to the child. (See Secs. C-423 and C-426 of the Manual of Policies and Procedures-ANC)
4. For a child living in a private boarding home or in a public or private institution or hospital other than for temporary care as defined in Sec. C-426 of the Manual of Policies and Procedures-ANC.
5. To a payee who does not have the required degree of relationship to the child. (See Secs. C-429 and C-432 of the Manual of Policies and Procedures-ANC)
6. Which, in a mismanagement case, includes an amount for fewer than two budget items, is controlled, or is made in kind. (See Sec. F-360 and Sec. C-516 of the Manual of Policies and Procedures-ANC)

In APSB, there is no federal participation.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-FISCAL

REVISION 129

Revised November 19, 1954
Effective January 1, 1955

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS ;
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-520

GOVERNMENTAL PARTICIPATION

FISCAL

F-520 (Continued)

F-520

The following are additional circumstances which govern federal participation:

A. INITIAL PAYMENTS ON NEW APPLICATIONS, REAPPLICATIONS AND RESTORATIONS

The first payments made on new applications, reapplications and restorations are initial payments.

In ANC, "initial payments" also include the first payment for a child transferred from a boarding home to a family budget unit, for the addition of a child to a family budget unit already on ANC, or for the addition of an eligible relative, whether the actual payment is or is not increased. Federal participation is not available prior to the month in which authorizing action is taken to transfer or add a child or eligible relative.

If the investigation of eligibility has extended beyond the period specified in W&IC 1550, 2180.5, 2180.6 or 3082, the initial payment may represent payment for more than one month. There is no federal participation in retroactive initial payments except as provided in Item B of this section.

There is federal participation beginning with the payment for the month in which the aid is granted if the warrant for the month is delivered in the same month, or not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure.

Exceptions:

1. In OAS and ANB there is no federal participation in the first payment delivered to an applicant who remains in a public institution for the full month for which the warrant was paid. (See Sec. A-920 of the Manual of Policies and Procedures-OAS, and B-512 of the Manual of Policies and Procedures-AB)
2. In OAS, there is no federal participation in aid which is paid "conditionally" on the basis of "presumptive eligibility" unless the county completes its investigation and determines eligibility within two months after the first month for which aid was paid conditionally. Federal participation in the payments shall be claimed retroactively. Such retroactive federal participation shall be claimed on the basis of the grant as determined by the completed investigation. Conditional aid can be paid only following discontinuance of OAS because of employment.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-FISCAL

Reissued August 21, 1953
Effective September 9, 1953

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

FISCAL

GOVERNMENTAL PARTICIPATION

F-520

F-520 (Continued)

F-520

B. RETROACTIVE AID

Retroactive aid means aid paid in a subsequent month for some preceding month or months.

1. Appeals

Federal participation is available beginning with the payment for the second month prior to the month in which the appeal was filed, excluding any month within this period which was prior to the month in which aid was improperly denied or withheld. The foregoing applies to payments made to carry out an appeal decision by the SSWB, or to adjust an appeal which has been filed but not yet heard or submitted to the SSWB for decision.

2. Erroneous Denial of an Application or Erroneous Discontinuance of Aid

There is federal participation in certain retroactive payments made by a county to correct its previous erroneous action. Such participation begins with the second month prior to the month in which the correcting action is taken, provided federal participation would have been available had the previous action been correct (i.e., there is no federal participation in payment for any month prior to that in which aid was improperly denied. Had the correct action been taken in the first place, the payment for such previous month would have been a retroactive initial payment, in which no federal participation would have been available).

3. Aid Increased

Aid which was paid in accord with the authorized award is later found to be less than the amount to which the grantee was entitled, and the additional amount due is paid. There is federal participation in the retroactive payment provided it is authorized before the end of the second month after the month for which paid.

4. Earlier Beginning Date of Aid on an Application or Restoration

The beginning date of aid originally established may not have been in accord with statutory requirements. Subsequent action is taken to authorize aid from an earlier date. There is federal participation in the retroactive payment made to correct the previous erroneous authorization provided:

- a. the correcting authorization is made before the end of the second month following the month in which the erroneous authorization was made
- and
- b. the retroactive aid authorized is not for a month prior to the month in which the original authorization was made.

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-520

GOVERNMENTAL PARTICIPATION

FISCAL

F-520 (Continued)

F-520

C. CORRECTION OF PAYMENTS NOT MADE IN ACCORDANCE WITH THE AUTHORIZED AWARD

1. Payment Made for Less than the Authorized Award

The payment for a particular month was erroneously made for less than the authorized award or no payment was made although there was an authorized award in effect. Payments disbursed before the end of the second succeeding month will be subject to federal participation.

2. Payment Made for More than the Authorized Award

If payment for a particular month was more than the authorized award, there is federal participation in the excess payment only if the overpayment is deducted from the payment for either of the two months following the month for which overpayment was made. No change in the authorized award shall be made to correct the overpayment. (See Sec. F-760 for claiming procedure)

D. DELAYED PAYMENTS

Under each of the following circumstances, if payment was properly authorized, federal participation is available provided the payment is released within the two months succeeding the month in which the payment was authorized.

1. Returned Warrants Due to Change of Address

Warrants returned to the auditor's office because of change of address shall be transmitted to the new address promptly but not later than the above specified time limit.

2. Payment of Suspended Aid

Warrants are released following suspension of payment while investigation is made. (See Sec. A-1324 of the Manual of Policies and Procedures-OAS, Sec. B-636 of the Manual of Policies and Procedures-AB, and Sec. C-536 of the Manual of Policies and Procedures-ANC) Initial warrants may not be suspended.

3. Change in Payee

Aid is continuous and delay occurs because of change in payee.

4. Transfer of Aid

The second county, in a transfer case, fails to begin aid on the due date and pays retroactive aid from that date.

(W&IC 1553, 1560, 2140, 2183.9, 2186, 3075, 3087; FSSA)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Fiscal

STATE SUBVENTION

F-920

F-920 CLAIMS FOR ADOPTION COST OF CARE SUBVENTION

F-920

A. CLAIMS FROM LICENSED COUNTY ADOPTION AGENCIES UNDER W&IC 1642

State subvention under W&IC 1642 is available to licensed county adoption agencies for all or a portion of the cost of care of children accepted for placement from the date the relinquishment is signed by the natural parent or parents (whether or not a certified copy has been filed with SDSW), or action is taken in lieu of relinquishment, until the date of placement for adoption or other disposition, or the date the relinquishment is canceled or rescinded. After deducting amounts received from persons other than adoptive parents to defray cost of care, subvention is allowable each quarter for claimable costs in an amount not to exceed \$300 multiplied by the number of children included on the claim for whom cost of care is claimed.

1. Claimable Costs Under W&IC 1642

Cost of care is defined as the cost to the county of goods, facilities, and services incurred to meet the needs of children accepted for placement, including housing, food, clothing, medical, dental, nursing or psychiatric services, and other personal needs. Claimable costs do not include expenditures incurred prior to relinquishment or action in lieu of relinquishment, nor expenditures incurred subsequent to placement or other disposition, or cancellation or rescission of relinquishment. Neither does cost of care include costs classified in Sec. F-850, Item A1, as administrative expenditures.

Amounts paid to meet the needs of children under the ANC law (excepting county supplemental aid) are not claimable as adoption cost of care. County supplemental aid in ANC or General Relief paid is claimable.

2. Deductions From Claimable Costs Under W&IC 1642

All amounts received by the county from persons other than adoptive parents to defray cost of care claimed for a child shall be deducted from a quarterly claim. Such collections received before the quarter in which cost of care for the child is claimed may be deducted currently, but shall be deducted not later than the same claim in which cost of care for that child is claimed. Such collections received after cost of care for the child has been claimed shall be deducted from the claim for the quarter in which such amounts are received or, if no claim is filed for that quarter, from the next quarterly claim. All amounts received from adoptive parents as fees collected under Sec. 225p of the Civil Code are abatements to the cost of administration of the agency.
(See Sec. F-850, Item A.)

Collections received from persons other than adoptive parents to defray cost of care rendered under the ANC program shall be reported as repayments in the usual manner on an ANC claim, except county supplemental aid claimed as adoption cost of care. Such collections received for county supplemental ANC or County General Relief claimed as adoption cost of care are to be reported on the adoption cost of care claim as deductions from claimable costs.

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-920

STATE SUBVENTION

Fiscal

F-920 (Continued)

F-920

In claiming, an amount received is not necessarily applied in offset to the cost of care of the particular child for which received. Such amounts are deducted from the total cost of care in the claim for the quarter in which the collections are reported and may have been paid for children for whom cost of care was or will be claimed in a previous or subsequent quarter.

B. CLAIMS FROM COUNTY WELFARE DEPARTMENTS UNDER W&IC 1644

Reimbursement from state funds is available to each county, including licensed county adoption agencies, for the full cost of care of any child placed under the custody of the county welfare department pursuant to Sec. 226c of the Civil Code, from the effective date of the court commitment until the date of placement for adoption, or until another permanent plan is made for the child.

1. Claimable Costs Under W&IC 1644

Cost of care is defined as the cost to the county of goods, facilities, and services incurred to meet the needs of children placed under the custody of the county welfare department, including housing, food, clothing, medical, dental, nursing or psychiatric services, and other personal needs. Claimable costs do not include expenditures incurred prior to the date of the court commitment to SDSW or County Adoption Agency under Sec. 226c of the Civil Code, nor expenditures incurred subsequent to placement for adoption, nor after another permanent plan is made for the child by SDSW or County Adoption Agency. Neither does cost of care include costs classified in Section F-850, Item A1, as administrative expenditures.

Amounts paid to meet the needs of children under the ANC law (excepting county supplemental aid) are not claimable as adoption cost of care. County supplemental aid in ANC, or General Relief paid is claimable.

C. SUBMISSION OF CLAIMS

Adoption cost of care subvention claims shall be filed quarterly on Forms AD 800 (in triplicate), AD 801 and/or AD 801A (in duplicate), and, if applicable, AD 803 (in duplicate), and shall be submitted to the SDSW by the 10th of the month following the calendar quarter.

When licensed county adoption agencies care for children under both W&IC 1642 and 1644, the cost of care shall be combined in one claim.

Each item in the cost of care of a child under W&IC 1642 shall be listed on Form AD 801. Each item in the cost of care of a child under W&IC 1644 shall be listed on Form AD 801A. The county warrant number, or other expenditure document number, and the date of disbursement shall be shown, as well as the name (or assumed name assigned to the child) and "State Case Number" of the child for which the cost was incurred. Expenditures claimed as county supplemental aid in ANC or as General Relief shall be so identified on Forms AD 801 and 801A. Expenditures incurred, but not disbursed, can not be allowed. Amounts collected from persons other than adoptive parents to defray cost of care under W&IC 1642 shall be listed on Form AD 803.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-FISCAL

REVISION 131

Revised November 19, 1954
Effective January 1, 1955

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Fiscal	STATE SUBVENTION	F-920
F-920 (Continued)		F-920

1. Limitations Under W&IC 1642

Claims for individual children under W&IC 1642 will not ordinarily be made until after placement. Nevertheless, a county adoption agency may claim reimbursement on a quarterly claim for amounts expended for a relinquished child or a child freed for adoption by action in lieu of relinquishment who has not yet been placed for adoption or other disposition. However, once reimbursement in any amount has been claimed and allowed for the cost of care of a particular child, no further reimbursement will be allowed for any additional cost of care of that child regardless of the additional cost or the length of time the county provides the care. Claims for reimbursement for care of a particular child may be included in the claim for any quarter beginning with the quarter in which relinquishment or action in lieu of relinquishment is effective, but not later than the claim for the fifth calendar quarter following the quarter in which placement or other disposition, or cancellation or rescission of the relinquishment occurred.

2. Continuing Claims Under W&IC 1644

Claims for individual children under W&IC 1644 shall include all children for whom care was given under Sec. 226c of the Civil Code during the months in the calendar quarter covered by the claim. Unlike children cared for under W&IC 1642, claims for these children may be filed for each quarter as long as the care is given.

D. PAYMENT OF CLAIMS

Quarterly claims, upon approval by SDSW, are certified to the State Controller for payment to the county by state warrant.

(W&IC 115, 116, 1642, 1644, CC225p)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

S-200 SUBMISSION OF MONTHLY STATISTICAL REPORTS ON ADOPTIONS

S-200

Monthly statistical reports shall be submitted by adoption agencies licensed by the SDSW as follows:

Relinquishment Program (public and private agencies)

1. Applications and Homes Approved for Adoptive Placements - Relinquishment Program, Form Adop 56A.
2. Adoption Placement Services - Relinquishment Program, Form Adop 56C. Independent Adoptions (public agencies only).

Independent Adoptions - County Agencies, Form Adop 56D.
Relinquishment and Independent Adoption Programs (public and private agencies).

Adoption Services to Other Agencies, Form Adop 56E.

Two copies of each report shall be submitted to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento 14. Reports are due not later than the 12th of the month following the month covered by the report.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-206 PART A - REQUESTS, FORM ADOP 56A

S-206

Report in this part all new requests for applications to adopt relinquished children.

Item 1. Requests Received During Month. Enter the number of new requests to make an application to adopt a child received during the month regardless of whether or not a decision was made to take the application. Include requests in person, in writing, or by telephone from persons desiring to apply. Exclude requests received from friends, relatives, other interested individuals; those pending from a prior month and requests for information.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STATISTICAL

ADOPTIONS

S-208

S-208 PART B - APPLICATIONS, FORM ADOP 56A

S-208

Report in this part activity on all signed applications to adopt relinquished children, i.e., homes accepted for adoptive study. An application accepted from a couple which previously adopted a child through the agency (or is currently in the process) or whose previous application was denied, withdrawn or cancelled shall be treated statistically in the same manner as a new application.

- Item 2. Pending from Last Month. Enter the number of applications (accepted for study in a previous month) pending at the beginning of the month. The entry in this item should be the same as the entry in Item 6 of last month's report. If Item 6 was in error, the correct figure shall be shown in Item 2 and an explanation of the correction shall be made in a footnote.
- Item 3. Received During Month. Enter the number of signed formal applications received by the agency during the current month.
- Item 4. Total Applications. Enter the sum of Items 2 and 3.
- Item 5. Disposed of During Month. Enter the number of applications disposed of during the current month. The entry in this item is the sum of Items 5a and 5b which follow.
- Item 5a. Approved. Enter the number of applications approved by the agency during the month. Show the same entry in Item 9, Homes Approved During Month.
- Item 5b. Denied, Withdrawn or Other Reason. Enter the total number of applications which during the current month were denied by the agency, withdrawn by the applicants and disposed of for other reasons. Include in this item cases in which the applicant died or the agency cancelled the application because contact with the applicant was lost.
- Item 6. Pending at End of Month. Enter the difference between the entries in Items 4 and 5.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

S-210

ADOPTIONS

STATISTICAL

S-210 PART C. - APPROVED HOMES AVAILABLE FOR ADOPTIVE PLACEMENTS,
 FORM ADOP 56A

S-210

Report in this section activity in regard to homes that have been approved and are available for adoptive placement.

Item 7. Approved Homes Available for Adoptive Placements, Beginning of Month. Enter the number of homes available for adoptive placements at the beginning of the month. The entry in this item should be the same as the entry in Item 12 of last month's report. If Item 12 was in error, the correct figure shall be shown in Item 7 and an explanation of the correction shall be made in a footnote.

Item 8. Adoptive Placement Terminated - Child Returned, Removed or Died. Enter the number of adoptive homes from which children were removed by the agency, the child died, or the adoptive parents returned the child. In this or a subsequent month, the home will be reported in Item 11a if another child is placed in the home, or in Item 11b if service is terminated without another adoptive placement.

Do not include homes from which children were removed for a temporary period, e.g., child entered hospital for tonsillectomy, and it is the agency's plan that the child will be returned to the same adoptive home.

Item 9. Homes Approved During Month. Enter the number of homes approved by the agency for adoptive placement during the month. The entry in this item is the same as the entry in Item 5a, Applications approved.

Item 10. Total Homes. Enter the sum of the entries in Items 7, 8 and 9.

Item 11. Approved Homes Disposed of During Month. Enter the number of approved homes disposed of during month. The entry in this item is the sum of the entries in Items 11a and 11b which follow.

Item 11a. Homes in Which Adoptive Placements Were Made. Enter the number of approved homes in which adoptive placements were made during the month. This should equal the sum of the entries in Items 11a (1) and 11a (2), which follow.

Note: The term "relinquished" in the following two items should be construed to include children for whom there was action in lieu of relinquishment and children for whom no action was necessary.

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical

ADOPTIONS

S-210

S-210 (Continued)

S-210

Item 11a (1). Used for This Agency's Children. Enter the number of this agency's homes used for the adoptive placement of children relinquished to this agency. The number of homes reported in this item should not be greater than the number of children shown in Item 10, Form Adop 56C.

Item 11a (2). Used for Children from Another Adoption Agency. Enter the number of this agency's homes used for the adoptive placement of children relinquished to another adoption agency.

Item 11b. Homes Otherwise Disposed of. Enter the number of approved homes which ceased to be available for placement whether due to action of the agency or of the family, e.g., family moved out of area served by agency, death of one of couple, change in family plans.

Item 12. Approved Homes Available for Adoptive Placement, End of Month. Enter the difference between the entries in Items 10 and 11.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-212	INTRODUCTION TO MONTHLY STATISTICAL REPORT ON CHILDREN FREE FOR ADOPTION - RELINQUISHMENT PROGRAM, FORM ADOP 56B	S-212
	(Repealed)	

S-214	INSTRUCTIONS FOR ITEMS ON FORM ADOP 56B	S-214
	(Repealed)	

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-216

ADOPTIONS

Statistical

S-216 INTRODUCTION TO MONTHLY STATISTICAL REPORT ON ADOPTION
PLACEMENT SERVICES - RELINQUISHMENT PROGRAM, FORM ADOP 56C

S-216

This report (Form Adop 56C) is designed to provide data re the relinquish-
ment program on (1) requests to arrange adoptive placements, (2) children under
study and supervision, and (3) children on whose behalf two adoption agencies have
entered into inter-agency placement agreements. If more than one child is involved
in a request, count each child as a separate request.

The adoption agency has a special responsibility for the statistical re-
porting of all children who have been relinquished to the agency by either or both
parents and the relinquishment(s) filed with the State Department of Social Welfare.
Once the necessary relinquishment(s) have been filed, the child shall be reported
on Form Adop 56C until an adoption is completed, the child reaches 21, the relin-
quishment(s) are rescinded or the child dies. This applies even to children who
have been determined to be unplaceable and who have been transferred to another
social agency or another unit of the reporting agency for supervision. Children
who have not been relinquished by either parent and children whose relinquishments
have not been filed with the State Department of Social Welfare shall be removed
from Form Adop 56C when adoption service is terminated.

(W&IC 115, 116)

S-218 PART A - REQUESTS TO ARRANGE ADOPTIVE PLACEMENTS,
FORM ADOP 56C

S-218

This part is designed to report children for whom requests to arrange adop-
tive placements have been received by the agency and the disposition of such requests.
Exclude children accepted for study or supervision by another adoption agency who, by
inter-agency agreement, are being considered for placement in this agency's adoptive
homes. Report such children in Col. 2 of Part B and Part C beginning with the month
the child is physically transferred to the reporting adoption agency.

Item 1. Pending from Last Month. Enter the number of requests pending at the
beginning of the month. The entry in this item should be the same as
Item 5 of last month's report. If Item 5 was in error, the correct
figure shall be shown in Item 1 and an explanation of the correction
shall be made in a footnote.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STATISTICAL

ADOPTIONS

S-218

S-218 (Continued)

S-218

Item 2. Received During Month. Enter the number of children for whom requests to arrange adoptive placements were received during the month. A request is not counted unless it is made by a person who can take responsibility for planning for the child and who can place the child under the care of the adoption agency. This would include the parent or parents and, if there is no parent to take active responsibility in planning for his child, would also include relatives, other persons, other agencies or other units of the reporting agency.

Item 3. Total. Enter the sum of the entries in Items 1 and 2.

Item 4. Disposition of Requests During Month. Enter the number of requests disposed of during the month. The entry in this item is the sum of the entries in Items 4a and 4b which follow.

Item 4a. Accepted for Study or Supervision. Enter the number of children accepted for study or supervision during the month. This implies that actual study or supervision begins during the month, either by taking the child into direct care of the agency, supervision, or initiating study process leading to adoption. Include cases accepted prior to the birth of the child. Exclude cases in which appointment for an interview has been made but not kept, or agreement has been reached with another agency regarding acceptance at a future date. Exclude children who have been accepted for study or supervision by other adoption agencies and who, by interagency placement agreements, have been accepted for adoptive placement in the reporting agency's adoptive homes. Report such children in Item 7, Column 2, in the month of physical transfer of the child.

Item 4b. Otherwise Disposed of. Enter the number of children for whom adoptive placement has been requested but the agency decided not to accept the child, the request was withdrawn or the request has been disposed of for some other reason, e.g., lost contact.

Item 5. Pending at End of Month. Enter the difference between the entries in Items 3 and 4. Cases in this group include requests where decision to accept has not been put into action.

Examples:

- a. Conference agreement to study at later date.
- b. Appointment made for interview but not yet held.
- c. Appointment made for conference not yet held.

(W&IC 115, 116)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-220

ADOPTIONS

STATISTICAL

S-220 PART B - CHILDREN UNDER PREPLACEMENT STUDY OR SUPERVISION,
FORM ADOP 56C

S-220

Part B is designed to report the preplacement study or supervision of children and covers the period between acceptance for adoptive study or supervision (as defined in Item 4A, Part A) and termination of service or placement in an adoptive home. Note the special instruction in Sec. S-216 regarding children who have been relinquished to the agency and the relinquishments filed with the SDSW.

This Agency's Children

Cols. 1 and 1A are to be used for reporting children who have been accepted by the reporting agency and for whom this agency has primary responsibility (e.g., include a child relinquished to the reporting agency). Exclude from these columns children who are the primary responsibility of another adoption agency even though they are being considered for and placed in the reporting agency's adoptive homes; report such children in Col. 2.

Col. 1. Total. Use this column for reporting the number of children this agency has accepted for study or supervision. Include children also reported in Col. 1A (except Item 7).

Col. 1A. Under Another Adoption Agency's Care. Use this column for reporting children for whom the reporting adoption agency has responsibility but the children have been physically transferred by interagency agreement to another adoption agency's care (for placement).

Col. 2. Children From Another Adoption Agency. Use this column for reporting children who are the responsibility of another adoption agency, but who, by interagency agreement, are being considered for placement in this agency's adoptive homes. Exclude such children from Cols. 1 and 1A.

Item 6. Pending from Last Month. Enter the number of children reported in Item 12 last month. If Item 12 was in error, the correct figure shall be shown in Item 6 and an explanation of the correction shall be made in a footnote.

Item 7. Accepted for Study or Supervision During Month Col. 1; Transferred Under Interagency Placement Agreements (Cols. 1A and 2). Enter the number of children accepted for study or supervision during the month in Col. 1. The entry in this item is the same as the entry in Item 4a, Child Accepted for Study or Supervision. In Columns 1A and 2, enter the number of children for whom interagency placement agreements have been made with other adoption agencies and who were transferred to another adoption agency (Col. 1A) or from another adoption agency (Col. 2) during the month. Do not count the child in this item prior to his physical transfer.

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical

ADOPTIONS

S-220

S-220 (Continued)

S-220

Item 8. Returned or Removed from Adoptive Homes During Month. Enter the number of children who were removed by the agency or returned to the agency by adoptive parents during the month. Do not report a child in this item if the child is out of the home temporarily, e.g., for medical care, and it is the agency's plan that the child will be returned to the same adoptive home; continue to count such children as though there had been no interruption in the adoptive placement. The entry in this item and in Item 17 must be the same.

Item 9. Total. Enter the sum of the entries in Items 6, 7 and 8.

Item 10. Placed in Adoptive Homes During Month. Enter the number of children who were placed in adoptive homes during the month. This county will also be entered in Item 14, Part C.

Item 11. Service Terminated During Month. Enter the number of children not in adoptive homes for whom the adoption unit or agency terminated service this month. This item is the sum of Items 11A and 11B which give the reasons for the termination of service.

Children or cases (if child unborn) are to be counted in the month adoption service is terminated by the agency with the exception of children who have been relinquished to the agency and the relinquishment(s) filed with the SDSW (see discussion under Sec. S-216). Service is terminated at the point the adoption agency, or the person who requested adoption service, makes the decision that adoption is not the plan for a given child, whether the decision is made because of the physical or mental condition of the child, because no applicants are available for a child of this particular background, because the parent reclaimed the child, or for some other reason.

A child is to be counted in this item even though the case has not been formally closed in the agency, e.g., pending the final dictation in the case record.

Item 11a. Parent Kept or Reclaimed Child or Made Independent Placement. Enter the number of children whose parents kept or reclaimed them and those whose parents made independent placements while the children were under study or supervision by the agency.

Item 11b. Other. Enter the number of children not in adoptive homes for whom service was terminated for reasons other than those specified in Item 11a. Include children who had been accepted for study prior to birth and were stillborn and children with whom the agency has lost contact, who died or whose legal status is not clear. This item also includes children considered unadoptable, for whom relinquishment is on file with the SDSW and who have reached the age of 21.

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-220	ADOPTIONS	Statistical
S-220 (Continued)		S-220

- Item 12. Under Study or Supervision at End of Month. Enter the number of children, including unborn children, who were under study or supervision at the end of the month who were not in adoptive homes. This item will equal Item 9 minus the sum of Items 10 and 11; it will also equal the sum of Items 12a, 12b and 12c.
- Item 12a. Unborn. Enter the number of cases under study at the end of the month which involved unborn children. Do not include unborn children in the counts reported under Items 12b and 12c.
- Item 12b. Not Relinquished-Born. Enter in Column 1 the number of children under study or supervision at the end of the month for whom all of the necessary relinquishments, or actions in lieu of relinquishments, have not yet been taken by the reporting agency. Explain any entries in Columns 1A and 2.
- Item 12c. Relinquished. Enter the number of children awaiting placement at the end of the month for whom all of the necessary relinquishments or actions in lieu of relinquishment have been taken or for whom it has been determined that no action is necessary. Children whom the agency has determined to be not adoptable must be included in this count if the necessary relinquishments have been filed with the SDSW even though the children have been transferred to the care and supervision of another agency or another unit of the reporting agency. This count will also include children who were returned from adoptive homes during the month (Item 8) unless they were placed in another adoptive home before the end of the month.

(Waic 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical

ADOPTIONS

S-221

S-221 PART C - CHILDREN IN ADOPTIVE HOMES, FORM ADOP 56C

S-221

Part C of Form Adop 56C is to be used for reporting data on children who have been placed in adoptive homes under the relinquishment program. Separate columns provide for reporting the total number of children in adoptive homes who are the primary responsibility of the reporting agency (Column 1), the number of these children who are in the adoptive homes of another adoption agency (Column 1A), and in addition the number of children who are the primary responsibility of another adoption agency but who have been placed in the adoptive home of the reporting agency (Column 2).

- Item 13. Brought Forward From Last Month. Enter the number of children who were in adoptive homes at the beginning of the month. This item should agree with Item 18 on last month's report. If Item 18 was in error make the necessary adjustment to correct the count and give the reason for the adjustment on the back of the report form.
- Item 14. Placed in Adoptive Homes During Month. Enter the number of children who were placed in adoptive homes during the current calendar month. This count must agree with the entry in Item 10 in each column.
- Item 15. Total. Enter the sum of Items 13 and 14.
- Item 16. Service Terminated During Month. Enter the number of children in adoptive homes for whom service was terminated by the agency during the month. This item will equal the sum of Items 16A and 16B.
- Item 16A. Adoptions Completed. Enter the number of children for whom the agency received verification during the month that the adoption was granted by the court. Acceptable verification includes notice of subsequent action, copy of adoption order, communication - verbal or written - from attorney, information from agency representative at court hearing and telephone or other communication from the court.

In an interagency placement, the agency in whose adoptive home the child has been placed should immediately notify the agency to which the child is relinquished that the adoption has been completed to insure that both agencies will report the completed adoption on Form Adop 56C in the same month.

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-221

ADOPTIONS

Statistical

S-221 (Continued)

S-221

Item 16B. Other Reasons. Enter the number of children in adoptive homes for whom service was terminated for reasons other than completion of the adoption. Give the reason for termination on the reverse of the report form.

A child relinquished to the reporting agency by either or both parents shall not be reported in this item in Column (1) unless the child dies while in an adoptive home. However, if the removal of the child from an adoptive home constitutes termination of an interagency placement agreement, report the child in Column 1A; the agency in whose adoptive home the child was placed shall report the child in Column 2 in this item.

Item 17. Returned or Removed from Adoptive Homes During Month. Enter the number of children who were removed by the agency or returned to the agency by adoptive parents during the month. Do not report a child in this item if the child is out of the home temporarily, e.g., for medical care, and it is the agency's plan that the child will be returned to the same adoptive home; continue to count such children as though there had been no interruption in the adoptive placement. The entry in this item and in Item 8 must be the same.

In Columns 1A and 2 if the removal of a child from an adoptive home constitutes termination of an interagency placement agreement, the child is to be reported in Item 16B. For example, a child who is being reported in both Columns 1 and 1A, could be reported in Item 17 in Column 1 and in Item 16B in Column 1A.

Item 18. In Adoptive Homes at End of Month. Enter the number of children who were in adoptive homes at the end of the month. This item will equal Item 15 minus the sum of Items 16 and 17.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
 FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

STATISTICAL

ADOPTIONS

S-222

S-222 PART D - ADDITIONAL INFORMATION ON CHILDREN REPORTED IN
 ITEMS 12 AND 18, FORM ADOP 56C

S-222

Item 19. Children in Item 12, Column 1, Who Are Under Supervision of Another Social Agency (Except Adoption) or Another Unit of Reporting Agency. This item provides two counts, Total Children and Unplaceable for Adoption.

Total Children. Enter the number of children (included for part of the count in Item 12, Column 1) who are under the supervision of another social agency (other than an adoption agency) or a different unit of the reporting agency. Include, for example, children under study at the end of the month but who are physically under the care of another agency or of another unit of the reporting agency. This may include children who are under study but who have not yet come under supervision of the adoption unit or agency making the report. This count will also include children whom the adoption agency has decided it cannot place within a reasonable time and has, therefore, transferred to another unit. It includes children who are considered unplaceable for adoption and for whom relinquishments are on file with the SDSW.

Unplaceable for Adoption. Enter the number of children (included for part of the counts in Item 12, Column 1, and Item 19) under the supervision of another social agency or unit of the reporting agency whom the agency considers unplaceable for adoption in the foreseeable future.

Item 20. Children in Item 12C, Column 1, Receiving ANC Because Relinquishments Have Been Filed With the SDSW and the Agency Has Found the Children Unplaceable for Adoption. Enter the number of children (included for part of the count in Item 12C, Column 1) who are receiving Aid to Needy Children because they have been relinquished to the adoption agency, the relinquishments have been filed with the State Department of Social Welfare and the adoption agency has found them to be unplaceable for adoption. "Relinquished" includes children for whom there is a relinquishment from one parent and an action in lieu of relinquishment, or no action necessary, on the other parent. For this count the term "relinquished" does not include children for whom there have been only actions in lieu of relinquishment nor children for whom no action was necessary, i.e., neither parent relinquished the child.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2915-00

STATISTICAL PROCEDURES

2915-00 INDIVIDUAL RECORD CARD - RELINQUISHMENT ADOPTIONS, FORM ADOP 42(R) 2915-00Reporting Agencies

Public and private adoption agencies, licensed by the SDSW to accept relinquishments of children and place them for adoption, shall submit reports on Form Adop 42(R), Individual Record Card - Relinquishment Adoptions.

The purpose of this form is to provide a method of obtaining current information on:

1. Children who have been placed for adoption;
2. Children (or parents of unborn children), for whom service is terminated after the case is accepted for study or child is taken under care and/or supervision and before adoptive placement is made;
3. Natural parents of these children;
4. Adopting parents with whom the child is placed; and
5. Selected aspects of agency action.

Coverage

Agencies shall submit, routinely, an Individual Record Card at the following points of agency action on a case:

1. When a child is placed in an adoptive home; or
2. When agency service is terminated (other than completion of adoption). This will include cases closed when service to a natural parent is terminated or when a case is closed because care and/or supervision of a child is terminated. Do not submit a Record Card when service is terminated:
 - a. Prior to acceptance for study and/or supervision, and
 - b. Because the adoption is completed.

Submittal Instructions

One copy of Form Adop 42(R) shall be sent to the SDSW Bureau of Research and Statistics, 616 Kay Street, Sacramento 14.

Individual Record Cards are due not later than the 12th of the month following the month of action on the case. The same number of cards will be submitted for a given month as are shown in the Adop 56C, Item 10, Children placed in adoptive homes during month, and Item 11 (sum of 11a and 11b), Service terminated during month to Children under Preplacement Study or Supervision.

(Section Continued on Next Page)

SDSW-CALIFORNIA-ADOPTION MANUAL

REVISION 262

Revised November 19, 1954
Effective January 1, 1955

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STATISTICAL PROCEDURES

2915-01

2915-00 (Continued)

2915-01

General Instructions for Completion of Form Adop 42(R)

If more than one child is being adopted by the same petitioner(s), a Form Adop 42(R) is to be prepared for each child.

When a child is replaced in an adoptive home, a new Record Card shall be prepared. Since the Record Card prepared at the time of the first placement will give information on the first adopting parents and agency action relating to that placement, it is necessary that a second Record Card be prepared to give information on the subsequent placement.

All items require entries. If no significant entry can be made, enter a dash or draw a line across the item. Note, however, that this should never be done to report "no," "none" or "unknown," but only "not applicable."

Procedure on Preparation of Individual Record Card in Cooperative Placements

The agency having responsibility for the child will complete those sections of the form relating to the child, the natural parents and agency action (Items 4, 5, 6, 7 and, perhaps, 2). The name of this agency will be entered at the top of the form and the person completing the form will sign and date the form in the space provided immediately below Item 32. This agency will then transmit the form to the agency having responsibility for the adopting parents. The latter agency will complete sections of the form relating to the adopting parents. The name of the second agency will be entered in the space provided (Cooperative Placements - Agency with Home) and the person completing the form for the second agency will sign and enter the date here, also. This agency will send the completed form to the SDSW.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2916-00

STATISTICAL PROCEDURES

2916-00 IDENTIFICATION AND ACTION, FORM ADOP 42(R)

2916-00

Agency Number

Enter the case number used in the agency to identify the case.

State Number

Enter complete state number with agency prefix, e.g., LA 5000 AD, for those cases having a state number. This number is assigned at the time that the relinquishments, or notices of actions in lieu of, are filed with the SDSW. Some terminated cases will not have state numbers. Other terminated cases on which relinquishments are not filed but on which notice of signing is submitted to the SDSW will have state numbers assigned.

Agency Name and District

Write in the full name of the agency and also the designation of the district office handling the case, if there is a district.

Child's and Parent's Name

Give the name of the child and of the parent as shown on the form "Acceptance of Child for Initial Study." If a relinquishment has been signed, give the names as shown on the relinquishment. For cases terminated before the birth of child, enter the parent's name.

Type of Agency

Check the appropriate box to show whether the agency reported under "Agency Name" is a public or a private agency.

Item 1. Status of Case. Check the code that reflects the agency status of the case. "Child Placed" will be checked when the card is prepared at the time of adoptive placement. "Termination" (Other Than Completion of Adoption) will be checked when the card is prepared at such a termination.

AGENCY ACTION: CHILD'S CASEDates of Action

Enter month, day and year for each of the steps in agency action as called for in Items 2 - 10.

Item 2. Present Adoptive Placement. Enter the date on which the child was placed in the adoptive home where he is living at the time this card is prepared. Where a child is replaced in another adoptive home, a new card is prepared on the last placement. Enter the date of replacement here. For cases terminated before adoptive placement no date can be entered here.

(Section Continued on Next Page)

CONTINUATION SHEET
 FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

STATISTICAL PROCEDURES

2916-00

2916-00 (Continued)

2916-00

Item 3. Termination (Other than completion of adoption). Enter the date that agency service or care was terminated - that is, the case was closed. This may be termination of service to a parent, if the child is unborn; or service and care to a child may be terminated before adoptive placement. Dates of terminations because adoption is completed will never be included as Record Cards are not submitted on these cases.

Item 4. Final Service to Mother. Enter the date that service to the mother was terminated. If the parent receiving agency service was the father, cross out "mother," write in "father" and give date service was terminated. In some cases, this will be the same date as the date the case was terminated (or closed), Item 3, above. In other cases, service or care to the child will continue after final service to the parent.

Item 5. Relinquishment Action. Enter the date when all necessary relinquishments, or actions in lieu of, have been obtained; or enter the date when a decision was made that no action was necessary to free child for adoption. For purposes of this section "relinquishment action" includes the signing of the relinquishment, the action in lieu of, or the determination that the child is free for adoption.

Item 6. Child Taken Under Physical Care and/or Supervision. Enter the date that the child was taken under the physical care of the agency or was accepted for supervision. This date may be when the child is received from a hospital or maternity home or may be when he is accepted for study, at the parent's request. In the latter case, the date in this item will be the same as in Item 7. The date entered in this item can never precede the child's birth date. Note: A child under the supervision and care of another agency, or another unit of the agency of which the adoption service is a part, is not to be considered as taken under physical care or supervision even though the child is being studied by this agency. In such situations, enter "NA" in Item 6.

Item 7. Case Accepted for Study or Supervision. Enter the date that the parent, or parent and child, were accepted for study or supervision. As noted above, this date may be the same as that for Item 6 except when the parent is accepted for study before the birth of the child.

AGENCY ACTION: ADOPTING PARENTS' CASE

Item 8. Approved for Placement. The date on which the home was approved for the placement of a child will be entered here.

Item 9. Application Received. Enter the date that the agency received from the adopting parents the signed application to adopt a child. Time stamping of applications received will provide this information. Do not give the date the application was signed unless the form was received on the same date.

Item 10. Request to Adopt a Child. Enter the date the adopting parents first made their request of the agency to be considered for the adoption of a child. This request may be made in person, in writing, or by telephone.

(Section Continued on Next Page)

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

2916-00

STATISTICAL PROCEDURES

2916-00 (Continued)

2916-00

Item 11. Reason for Termination Other Than Completion of Adoption. Check the most appropriate box to show the reason for the termination of agency service. "Parent kept or reclaimed child" will include those cases where the mother or relative decided to keep the child after making application for adoptive placement of child. Included also will be those cases in which the child is returned to the mother after being under agency care. "Parent made independent placement" will include those situations where it is known that the parent decided to place the child independently for adoption and the case is terminated for this reason. "Lost contact with mother" will be checked when the agency case is closed because the mother cannot be located. "Child not adoptable" will be checked when service was terminated because the agency found, after study, that the child was not adoptable for physical, mental, or other such reasons. (Cases in which relinquishments have been filed with the SDSW will not be terminated for this reason.) "Other reason" will be checked when the reason for termination is other than one of those given above. State this reason briefly in the line following "specify."

Item 12. Relinquishment or Other Action. Check one box only for each parent. Code 1 "Termination prior to action" will apply to terminated cases only. "No action necessary" is pertinent when the parent is dead, or when the child is born out of wedlock and no action is necessary with respect to the father.

Item 13. Was Counseling Service Given to Mother? Check the appropriate code to show whether counseling service was given to the mother by the adoption agency completing the form; by another unit of the over-all agency of which the adoption agency is a part; or by another social agency. If the parent counseled is the father, cross-out "mother," write in "father" and check appropriate code. "Counseling" as used here means interviewing, correspondence and other personal contact with the parent concerning prenatal and postnatal planning around giving up of the child for adoption.

Item 14. Adoption Fee Agreed Upon. This item will be completed by public and private adoption agencies in those cases where the child has been placed for adoption. The amount to be entered here is the sum which the agency and the adopting parents have agreed upon as the full fee for the service of the agency. If no fee is to be paid, enter "none."

Item 15. Plan for Payment of Fee. Private agencies only will complete this item. By checking the appropriate box they will show whether the amount given in Item 14 above represents a fee reduced from usual agency charges (code 1) or the full fee (code 2). If no fee is to be charged, check "None" (code 0).

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATI
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STATISTICAL PROCEDURES

2917-00

2917-00 DATA ON CHILD, FORM ADOP 42 (R)

2917-00

(Items 17, 18 and 19 on the child are to be omitted on unborn children)

Item 16. Sex. Check appropriate box.

Item 17. Date of Birth. Enter month, day and year of child's birth.

Item 18. Age When Taken Under Care. Compute how old the child was when taken under physical care and/or supervision by deducting Item 6 from birth date.

Item 19. Legal Status of Child. Check the appropriate box to show the legal status of the child at the time the child is accepted for care or supervision by the agency. While the legal status is to be shown as of the time the child is accepted for care and/or supervision, give the most accurate available information on this legal status. For example, at the time of acceptance, the mother may state that she is divorced and the child was born out of wedlock. Subsequent interviews and study may reveal that the divorce was not completed or valid and that actually the child was born in wedlock, but the mother's husband was not the father. In completing the form at placement in this situation, Code 2 will be checked as this was the actual legal status at time of acceptance for care or supervision. Code 1 will be checked when the child has been born out of wedlock and has not been legitimated under Section 230 of the Civil Code, or by marriage of parents. "Born in wedlock, husband father" Codes 3 - 6, are set up to show the child's legal status in terms of the marital relationship of parents who are married to each other. ("Both parents dead" and "one parent dead" are not marital relationships, but are included here because they are circumstances that are pertinent to adoption. In the latter case, the marital status is actually "widowed"). "Separated," Code 6, is to be checked when the parents are legally married but are not living together and the marriage has not been dissolved by court action.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**R FILING ADMINISTRATIVE REGULATI
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

2918-00

STATISTICAL PROCEDURES

2918-00 DATA ON NATURAL PARENTS AND DATA ON ADOPTING PARENTS,
FORM ADOP 42(R)

2918-00

Items 20, 21, 22, 23, 24 and 25 will be completed by drawing a line through the appropriate code number in each column.

These items provide information on race or ethnic origin, religion and education of the natural parents of the child and the adopting parents. To conserve space, the different characteristics under each of these items are centered and columns of code numbers for each characteristic are shown on the left for each of the natural parents and on the right for each of the adopting parents. These items are set up to be self-coding (as contrasted with write in entries on these characteristics). Lining-out a number is an operation necessitating a minimum of time and effort on the part of the person completing the form. Care must be exercised so that the line is drawn precisely through the correct number and that it does not extend into the adjoining column.

Items 20 and 21. Race or Ethnic Origin. Draw a line through the appropriate code number to show the racial or ethnic background of each of the natural parents and adopting parents. "Other," Code X, is to be used only if the race is not among those listed. Persons of Mexican descent (including Mexican-Indian) should be coded as Mexican. If the person is of mixed race, draw a line through Code 7.

Items 22 and 23. Religion. Draw a line through the appropriate code number for each natural parent and adopting parent. Note that Code 1, Protestant, for this purpose, includes all Christian religions other than Roman Catholic, e.g., Christian Science, Latter Day Saints, etc. When the individual is not a member of a particular religious group listed, give the broad religious grouping with which the individual identifies himself.

Items 24 and 25. Education. Draw a line through the code number to show the highest year of schooling completed by each natural parent and each adopting parent. Completion of work in regular schools only (such as public, private or parochial schools, colleges, universities or professional schools), either day or night, where enrollment, either full or part time, leads to a diploma or degree should be considered. Special training, unless recognized by regular schools, should not be included.

Item 26. Age of Natural Parents at Birth of Child. Enter the age of each parent in completed years at the birth of the child. If age is unknown, write in "unk" in the appropriate line. If the father was dead at that time, enter "dead." If the child is unborn when the form is completed, give the age of the natural parents at the time the case is accepted.

Item 27. Was Mother in California at Birth of Child? If the mother was in California when the child was born, check the appropriate box that indicates length of residence, if known. If child was not born in California, indicate whether in another state or a foreign country.

Item 28. Does Parent Relinquishing Child Have Other Minor Children? Does the parent relinquishing the child have other living minor children? Check "Yes" or "No." If "Yes" is checked, show by appropriate check - in the case of

(Section Continued on Next Page)

SDSW-CALIFORNIA-ADOPTION MANUAL

REVISION 268

 Revised November 19, 1954
 Effective January 1, 1955

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STATISTICAL PROCEDURES

2918-00

2918-00 (Continued)

2918-00

one child - if the child has been placed for adoption, or if the child is living with the parent. In cases where the relinquishing parent has more than one minor child, other than the child on which this card is prepared, both codes may be checked if one or more children are living with the parent and one or more children are placed for adoption.

Item 29. Usual Place of Residence of Mother Requesting Service of This Agency. Write in the name of the county in California which was the usual place of residence of the mother at the time service was requested of this agency. Unmarried mothers, particularly, often leave their home communities and seek the services of agencies in larger cities. Other parents desiring adoptive service often have to find this service in other counties. If the parent lived in another state, write in the name of the state.

Item 30. Age of Adopting Parents at Time of Placement. Enter age of the man and the woman in completed years.

Item 31. Annual Income of Adopting Parents. Enter the annual gross income of the prospective adoptive parents at the time of placement of the child. Use gross income before taxes and other deductions.

Item 32. Other Minor Children in Family of Adopting Parents. Do not include the child who is placed in connection with this study. "Natural children" - refers to the own children of the prospective adoptive parents and not those being adopted or previously adopted. "Previously adopted" - are those children for whom an adoption action has been completed. "Adoption pending" - refers to children in the home (other than the subject of this report) whose adoption by this couple is pending. "Other children" - Enter the number of other minor children in the family of the adopting parents. This will include foster children, relatives, etc. "Total children" - Enter the total number of children represented by the subitems checked above--natural children, previously adopted, adoption pending, other children. (Do not include the child on whom this card is prepared.)

Form Completed by and Date

This card should be legibly signed and dated by the worker completing it. In cooperative placements, the worker preparing the data on the child will sign in the first space provided. In the space immediately below, the worker of the second agency who provides the information on the prospective adoptive parents will enter the name of the agency, will sign and give the date of signing.

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2919-00 DATA ON PETITIONERS, FORM ADOP 42(R)

2919-00

(Repealed)

DO NOT WRITE IN THIS SPACE

FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 29 1954

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

DEC 29 1954

Division of Administrative Procedure

DO NOT WRITE IN THIS SPACE

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: December 28, 1954

By:

George J. Wyman

(Title)

FILED

In the Office of the Secretary of State
of the State of California

DEC 29 1954

At 11:30 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By: [Signature]
Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

F-440 PLAN FOR COLLECTION OF REPAYMENTS

F-440

A. Procedures shall be established to safeguard the moneys due the County, State, and Federal Governments as follows:

1. Establishment of adequate internal controls to prevent overpayments of aid.
2. Immediate investigation of apparent overpayments to determine if the right to request repayment exists.
3. Execution of a plan for collection prescribed by this section whenever the right to request repayment exists.
4. Periodic follow-up of all unsecured debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than semiannually. If circumstances justify, follow-up may well be made monthly.

B. The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been submitted to, and approved by, the SDSW.

1. If, within a reasonable time from service of a Demand for Repayment (See Sec. F-410), the repayment has not been made or a satisfactory plan for repayment submitted, the debtor shall be requested to complete and sign a noninterest bearing Agreement to Reimburse Note (see Suggested Forms B and C in Form Chapter). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In lieu of a note the debtor may be requested to execute a Confession of Judgment (see Suggested Form D in Form Chapter) with the understanding the judgment will be executed only in accordance with Sec. F-430 or if additional property becomes available.

If a debtor has a policy of life insurance subject to cash surrender value of \$50 or more and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary.

All resources of the debtor shall be considered in determining whether any plan proposed by him is a satisfactory plan for repayment. For example, a debtor who has substantial cash or other resources from which repayment can be made, should not be permitted to repay in small monthly installments.

2. If the debtor is unwilling to execute a note or a Confession of Judgment, the county shall file a suit unless investigation prescribed in Sec. F-420 has determined that the debtor does not own property from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suit in small claims court is recommended, but not mandatory.
3. Whenever a judgment has been obtained, an abstract thereof shall be recorded immediately with the recorder of any county in which the debtor has, or is likely to acquire, an interest in real property.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

F-440 (Continued)

F-440

- d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
- e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures, Sections 336 to 345, inclusive.)

- C. Although the steps outlined in this section are in a certain sequence the county need not follow such sequence and the county may take the more forceful steps suggested herein skipping certain intervening steps.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

These regulations are designated to be effective February 1, 1955.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-282 LIST OF AUTHORIZED PHYSICIANS FOR EYE EXAMINATIONS

B-282

ALAMEDA COUNTY

Bell, Dudley P.	411 - 30th St.	Oakland
Capus, Bertram	483 - 30th St. (Also in Contra Costa County)	Oakland
DeVaul, Charles H.	1624 Franklin St.	Oakland
Dickson, Owen C.	2320 Channing Way	Berkeley
Drescher, Edward P.	2320 Channing Way	Berkeley
Gump, Millard E.	411 - 30th St.	Oakland
Gunderson, Ernest O.	2140 Shattuck Ave.	Berkeley
Hessing, Ernest E.	483 - 30th St.	Oakland
Hirst, William R.	2241 Central Ave.	Alameda
Howell, Homer P.	3022 E. 14th St.	Oakland
Levine, Julius	1030 McKeever Court	Hayward
Magrath, William A. S.	411 - 30th St.	Oakland
Padden, E. H.	1624 Franklin St.	Oakland
Schnoor, Thomas G.	400 - 29th St.	Oakland
Sharpsteen, Jay Randolph	426 - 17th St.	Oakland
Smith, Jaroud B., Jr.	426 - 17th St.	Oakland
Somberg, Joseph S.	2161 Allston Way	Berkeley
Steinmetz, Arthur	1237 B St.	Hayward
Steinmetz, John R.	109 E. 14th St.	San Leandro
Stephens, B. M.	2241 Central Ave.	Alameda
Stephens, Stuart B.	2241 Central Ave.	Alameda
Wortham, Edwin	215 Estudillo Ave.	San Leandro

BUTTE COUNTY

Alexander, J. H.	111 W. 2nd St.	Chico
Bethel, Robert D.	1453 Downer St.	Oroville
Chiapella, Karl J.	184 E. 5th St.	Chico
Plumb, C. E.	310 Main St.	Chico

CONTRA COSTA COUNTY

Capus, Bertram	187 - 25th St. (Also in Alameda County)	Richmond
Gallagher, John A.	1806 Bonanza	Walnut Creek
Harmon, Robert J. P.	314 - 10th St.	Richmond
Hartford, John J.	219 Broadway	Richmond
Keppen, Ford F.	314 - 10th St.	Richmond
Powell, Lyle S., Jr.	East Newell at Maria Way	Walnut Creek

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATI
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-282 (Continued)

B-282

FRESNO COUNTY

Awtrey, Hugh	533 Patterson Bldg.	Fresno
Donald, R. A.	532 Patterson Bldg.	Fresno
Grayman, Harry M.	2900 Fresno St. Bldg.	Fresno
Hunt, Wayne Alvin	1157 Fulton St.	Fresno
Rubin, Milton R.	2014 Tulare St.	Fresno
Snow, Virgil C.	2942 Fresno St.	Fresno
Steinberg, Theodore	719 Patterson Bldg.	Fresno
Trowbridge, Dwight H.	2900 Fresno St. Bldg.	Fresno
Whitten, R. H.	2900 Fresno St. Bldg.	Fresno

HUMBOLDT COUNTY

Hoilien, Maurice J.	431 F St.	Eureka
Iverson, Herman A.	507 F St.	Eureka
Smith, Joseph G.	730 7th St.	Eureka

IMPERIAL COUNTY

Clarke, William A.	107 S. 5th St.	El Centro
Jaquith, George	116 N. Plaza	Brawley

INYO COUNTY

Bambauer, L. S.	500 W. Lime St.	Bishop
-----------------	-----------------	--------

KERN COUNTY

Baisinger, L. F.	2010 - 17th St.	Bakersfield
Hart, Clinton E.	1629 Truxton Ave.	Bakersfield
Lange, Harry W.	1629 Truxton Ave.	Bakersfield
McKee, Keith S.	1706 Chester Ave.	Bakersfield
Nelson, Donald G.	1631 - 17th St.	Bakersfield
Siemon, Glenn	2014 - 17th St.	Bakersfield

KINGS COUNTY

Bassett, Alberta R.	208 N. Douty Van Sicklen Bldg.	Hanford
---------------------	-----------------------------------	---------

LAKE COUNTY

Beil, M. Clemens		Upper Lake
------------------	--	------------

(Section Continued on Next Page)

Aid to the Blind

BLINDNESS

B-282 (Continued)

B-282

LOS ANGELES COUNTY

Abraham, R. A.	1245 Glendon Ave.	West Los Angeles
Abraham, Samuel V.	6363 Wilshire Blvd.	Los Angeles
Albaugh, C. H.	727 W. 7th St.	Los Angeles
Albaugh, Kathryn	727 W. 7th St.	Los Angeles
Allison, Ray L.	6253 Hollywood Blvd.	Hollywood
	Also 4849 Van Nuys Blvd.	Van Nuys
Appelbaum, Alfred	5905 Pacific Blvd.	Huntington Park
Appleby, Ruth	2200 Santa Monica Blvd.	Santa Monica
Armstrong, Richard C.	595 E. Colorado St.	Pasadena
Baker, Philip H.	307 N. Locust St.	Inglewood
Balding, Grant	101 S. Madison St.	Pasadena
Balding, Willard V.	101 S. Madison St.	Pasadena
Baraff, Albert A.	1680 N. Vine St.	Hollywood
Behrens, Herbert C.	226 N. Greenleaf Ave.	Whittier
Beigelman, M. N.	1930 Wilshire Blvd.	Los Angeles
Bell, Nelson C.	1708 N. Garey St.	Pomona
Blasdel, H. G.	736 S. Flower St.	Los Angeles
Brandenburg, Kenneth C.	110 Pine Ave.	Long Beach
Breakstone, Gerald J.	523 W. 6th St.	Los Angeles
Brownsberger, Sidney	727 W. 7th St.	Los Angeles
Casserly, George B.	639 W. 7th St.	San Pedro
Chamberlain, Calvin B.	174 Nemaha St.	Pomona
Christensen, Eugene L.	727 W. 7th St.	Los Angeles
Cogan, James R.	414 N. Camden Dr.	Beverly Hills
Cooley, Arthur D.	601 W. 9th St.	San Pedro
Davidson, Bernard	14435 Hamlin St.	Van Nuys
Dayton, Glenn O., Jr.	1052 W. 6th St.	Los Angeles
De la Reina, Solomon	224 Rosecrans Ave.	Manhattan Beach
Dow, Julian N.	9730 Wilshire Blvd.	Beverly Hills
DuPont, George Z.	3325 N. Broadway	Los Angeles
Ellis, O. H.	523 W. 6th St.	Los Angeles
Endres, William J.	523 W. 6th St.	Los Angeles
Faier, Herman I.	9730 Wilshire Blvd.	Beverly Hills
Falk, Sidney M.	117 E. Valley Blvd.	El Monte
Faust, Joseph M.	9730 Wilshire Blvd.	Beverly Hills
	Also 1930 Wilshire Blvd.	Los Angeles
Feldman, A. William	7705 Seville Ave.	Huntington Park
Fields, H. Maxwell	405 N. Bedford Dr.	Beverly Hills
Fields, Jack	4418 Vineland	North Hollywood
*Funk, Harold A.	6525 Whittier Blvd.	Los Angeles
Godwin, Edmund D.	801 Professional Bldg.	Long Beach
Goff, John L.	320 Wilshire Blvd.	Santa Monica
Goodman, Sanders A.	724 S. Victory Blvd.	Burbank
Gorrilla, Laurence Vincent	2615 E. Walnut St.	Huntington Park
Gunzburg, Julian	193 N. Robertson	Beverly Hills

* Temporarily serving in the Armed Forces.

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-282 (Continued)

B-282

LOS ANGELES COUNTY (Continued)

Hale, Channing W.	174 Nemaha	Pomona
Hartman, Dean C.	1136 W. 6th St.	Los Angeles
Harwood, David M.	2969 E. Florence Ave.	Huntington Park
Harwood, Samuel C.	514 E. Kelso St.	Inglewood
Hauck, Dale L.	453 S. Soto St.	Los Angeles
Hillyer, Ernest C.	1033 Gayley Ave.	Los Angeles
Holtz, Marvin J.	211 Cherry Ave	Long Beach
	Also 610 S. St. Louis	Los Angeles
Hull, Forrest E.	3875 Wilshire Blvd.	Los Angeles
Johnson, Ernest D.	330 N. Garfield	Alhambra
Kahn, Paul, Jr.	1930 Wilshire Blvd.	Los Angeles
	Also 265 E. Orange Grove Ave.	Burbank
Kambara, George K.	317 E. 2nd St.	Los Angeles
Kaplan, Harry E.	3404 W. Beverly Blvd.	Montebello
Kasper, Richard L.	275 E. Angeleno Ave.	Burbank
Keipp, James	110 Pine Ave.	Long Beach
Kelson, Ralph H.	353 E. Manchester Blvd.	Inglewood
Kinney, J. G.	1137 - 2nd St.	Santa Monica
Klages, Ralph F.	540 N. Central	Glendale
Kline, J. M.	3761 Stocker St.	Los Angeles
Kratz, Richard P.	6356½ Van Nuys Blvd.	Van Nuys
Landegger, George P.	3875 Wilshire Blvd.	Los Angeles
Lazich, B. M.	1019 Gayley Ave.	Los Angeles
LeBow, Erwin E.	436 N. Roxbury Dr.	Beverly Hills
Lifschutz, Jacob	105 N. San Vicente Blvd.	Beverly Hills
Lindeke, Harold I.	1930 Wilshire Blvd.	Los Angeles
Ludmerer, Sol	117 E. 8th Street	Long Beach
McBride, June P.	1052 W. 6th St.	Los Angeles
McCormick, William A.	234½ S. 1st Ave.	Arcadia
McCoy, Carroll A.	1122 N. Brand Blvd.	Glendale
Merkel, Emil E.	720 N. Brand Blvd.	Glendale
Middleton, J. Myron	6515 Wilshire Blvd.	Los Angeles
Miller, Nathan H.	4334 Leimert Blvd.	Los Angeles
Mills, Lloyd H., Jr.	609 S. Grand Ave.	Los Angeles
Monaco, Louis	727 W. 7th St.	Los Angeles
Montross, Henry E.	2814 N. Eastern Ave., El Sereno	Los Angeles
Morris, Samuel A.	6381 Hollywood Blvd.	Hollywood
Nees, O. R.	508 Times Bldg.	Long Beach
Nesburn, Henry R.	632 S. San Vicente	Los Angeles
Norene, Robert A.	3741 Stocker St.	Los Angeles
Nugent, Maurice W.	2010 Wilshire Blvd.	Los Angeles
Olkon, Dora B.	8057 Beverly Blvd.	Los Angeles
Penn, Sidney W.	1959 Pacific Ave.	Long Beach
Pilger, Irvin S.	3611 Century Blvd.	Lynwood
Pollock, Franklyn J.	5720 Wilshire Blvd.	Los Angeles
Popovich, Stephen J.	1930 Wilshire Blvd.	Los Angeles

(Section Continued on Next Page)

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE** 5
 (Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-282 (Continued)

B-282

LOS ANGELES COUNTY (Continued)

Ravdin, Emile	239 S. La Cienega Blvd.	Los Angeles
Reed, Paul H.	727 W. 7th St.	Los Angeles
Reynolds, Frederick G.	6333 Wilshire Blvd.	Los Angeles
Riffenburgh, Ralph S.	595 E. Colorado St.	Pasadena
Robbins, Alfred R.	1930 Wilshire Blvd.	Los Angeles
Roberts, James E.	727 W. 7th St.	Los Angeles
	Also 4849 Van Nuys Blvd.	Sherman Oaks
Roberts, Jay G.	1708 N. Garey Ave.	Pomona
Roberts, Walter L.	727 W. 7th St.	Los Angeles
	Also 4849 Van Nuys Blvd.	Sherman Oaks
Rodin, Max	8721 La Tijera Blvd.	Los Angeles
Rogers, John Brady	1401 S. Hope St.	Los Angeles
Ross, B. Cecelia	1137 Second St.	Santa Monica
	Also 193 N. Robertson	Beverly Hills
Rudens, Maurice C.	6423 Wilshire Blvd.	Los Angeles
Schillinger, Robert J.	727 W. 7th St.	Los Angeles
Schuman, Irving	10750 Washington Blvd.	Culver City
Schwartz, Leo H.	405 N. Bedford Dr.	Beverly Hills
Scovis, I. John	606 N. Brand Blvd.	Glendale
Seech, Stephen G.	628 S. San Vicente Blvd.	Los Angeles
Shanedling, Phillip D.	6317 Wilshire Blvd.	Los Angeles
Simons, Edward J.	405 N. Bedford Dr.	Beverly Hills
Smith, Dennis V.	110 Pine Ave.	Long Beach
Smith, Harry A.	226 N. Greenleaf Ave.	Whittier
Smith, W. Burr	727 W. 7th St.	Los Angeles
Sommers, I. G.	1815 W. 6th St.	Los Angeles
Southgate, Paul T.	117 E. 8th St.	Long Beach
Speaker, Other	586 N. Main St.	Pomona
Spomer, John P.	6618 Rita Ave.	Huntington Park
Steckler, M. I.	2007 Wilshire Blvd.	Los Angeles
Stern, Sidney G.	5375 Village Road	Long Beach
Struble, Gilbert C.	9730 Wilshire Blvd.	Beverly Hills
Thornburgh, Robert G.	117 E. 8th St.	Long Beach
Van Riesen, Milton H.	229 N. Central	Glendale
Weeks, Carrol L.	1930 Wilshire Blvd.	Los Angeles
Weiss, Herman	6222 Wilshire Blvd.	Los Angeles
Whalman, Harold F.	727 W. 7th St.	Los Angeles
Wilson, Clinton A.	3875 Wilshire Blvd.	Los Angeles
Wilson, Warren A.	1930 Wilshire Blvd.	Los Angeles
	Also 9730 Wilshire Blvd.	Beverly Hills
Wissner, Ulrich C.	1401 S. Hope St.	Los Angeles
	Also 3000 E. Olympic Blvd.	Los Angeles
Wright, Edwin S.	10747 Riverside Dr.	North Hollywood
Zankan, Leo	18308 Sherman Way	Reseda
Ziskin, Daniel E.	6317 Wilshire Blvd.	Los Angeles
Zugsmith, George S.	529 W. 8th St.	San Pedro

(Section Continued on Next Page)

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-282 (Continued)

B-282

MARIN COUNTY

Denicke, Ernest W.	1010 B St.	San Rafael
Furlong, Robert M.	1010 B St.	San Rafael
McBain, E. H.	1010 B St.	San Rafael
*McKenna, John F.	711 D St.	San Rafael
Smith, Taylor	711 D St.	San Rafael

MERCED COUNTY

McDowell, B. E.	205 Bank of America Bldg.	Merced
Porter, George	660 W. 17th St.	Merced

MONTEREY COUNTY

Clark, Howard E.	576 Hartnell St.	Monterey
Dong, Emma O.	901 Padre Dr.	Salinas
Glasgow, Stanley C.	600 S. Main St.	Salinas
Griess, R. O.	8 E. Alisal St.	Salinas
Kraft, Fred W.	915 Padre Dr.	Salinas
Messier, Paul	Professional Bldg.	Monterey
True, William R.	506 Professional Bldg.	Monterey

NAPA COUNTY

Hunt, Carson E.	2107 Jefferson St.	Napa
-----------------	--------------------	------

NEVADA COUNTY

Folsom, Charles W.	224 S. Church St.	Grass Valley
--------------------	-------------------	--------------

*Temporarily serving in the Armed Forces.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

Aid to the Blind

BLINDNESS

B-282 (Continued)

B-282

ORANGE COUNTY

Calvy, William J.	117 N. Claudina St.	Anaheim
Currey, Hiram M.	311 S. Main St.	Santa Ana
Edgar, Erwood G.	9926 Garden Grove Blvd.	Garden Grove
Elliott, Arthur C.	620 N. Los Angeles St.	Anaheim
Francis, Raymond T.	1424 N. Broadway	Santa Ana
Johnston, S. Theron	801 French St.	Santa Ana
Maxwell, H. C.	1718 N. Main St.	Santa Ana
Miller, Wallace J.	1415 Coast Blvd.	Corona Del Mar
Sellon, George I.	213 N. Pomona Ave.	Fullerton
Tirico, Joseph G.	500 W. 17th St.	Santa Ana

PLACER COUNTY

Miller, William M.	320 Aeolia Dr.	Auburn
--------------------	----------------	--------

RIVERSIDE COUNTY

Berke, Samuel D.	Plaza Hotel Bldg.	Indio
Chapman, Vernon A.		Palm Springs
Crawford, Walter J.	4296 Orange St.	Riverside
Mullen, Ray S.	3780 - 12th St.	Riverside
Nilsson, Paul	824 S. Main	Corona
Stone, Vean M.	3616 Main St.	Riverside

SACRAMENTO COUNTY

Alexander, R. L.	1127 Eleventh St.	Sacramento
Berg, John A.	323 Medico-Dental Bldg.	Mon, Wed, Fri Sacramento
	2740 Fulton Ave.	Tues Thurs., Sat. Sacramento
Fritschi, Ulrich A.	Medico-Dental Bldg.	Sacramento
Gray, John E.	2901 Capitol Ave.	Sacramento
Holstein, Theodore	2912 Capitol Ave.	Sacramento
Kelsey, T. W.	Forum Bldg.	Sacramento
Wagner, Alfred W.	2615 Eye St.	Sacramento
Zeman, Theodore	1217 - 30th St.	Sacramento

SAN BENITO

Kraft, Fred W.	(1 day a week)	Hollister
----------------	----------------	-----------

(Section Continued on Next Page)

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-282 (Continued)

B-282

SAN BERNARDINO COUNTY

George, A. R.	291 E St.	San Bernardino
George, Lewis C.	291 E St.	San Bernardino
Hadley, Carl M.	Platt Bldg.	San Bernardino
Hooval, John H.	124 E "F" St.	Ontario
Hull, Frederick H.	1348 D St.	San Bernardino
Moose, Ray M.	575 - 5th St.	San Bernardino
Olenick, Everett	1135 D St.	San Bernardino
Preston, Helen E.	726 - 6th St.	Victorville
Prough, Wendell A.	326 N. Laurel Ave.	Ontario
Quinn, W. R.	33 E. Vine St.	Redlands
Smith, John J.		Twenty-nine Palms
Witter, Gordon L.	2 W. Fern Ave.	Redlands

SAN DIEGO COUNTY

Berends, E. D.	625 Broadway	San Diego
Bloomenthal, John	906 Medico-Dental Bldg.	San Diego
Bond, Floyd M.	Bank of America Bldg.	San Diego
Jaquette, Mary C.	4752 Palm Ave.	La Mesa
Kilgore, George L.	3315 - 4th Ave.	San Diego
Koke, Martin P.	Medico-Dental Bldg.	San Diego
Lauren, George P.	205 Medico-Dental Bldg.	San Diego
Lucic, Hugo	Medico-Dental Bldg.	San Diego
Merrill, H. G.	3251 - 4th Ave.	San Diego
Merrill, H. Ross	3251 - 4th Ave.	San Diego
Merwin, T. K.	302 Medico-Dental Bldg.	San Diego
Power, John L.	2001 - 4th Ave.	San Diego
	Rees-Stealy Clinic	
Ravin, Oscar G.	233 A St.	San Diego
Root, A. B.	1006 Medico-Dental Bldg.	San Diego
Rowland, Alan L.	Bank of America Bldg.	San Diego
Smith, Alma C.	71 San Miguel Dr.	Chula Vista
Tuttle, John S.	625 Broadway	San Diego

(Section Continued on Next Page)

CONTINUATION SHEET
 OR FILING ADMINISTRATIVE REGULATION
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-282 (Continued)

B-282

SAN FRANCISCO COUNTY

Bettman, Jerome W.	2400 Clay St.	San Francisco
Blak, Einar V.	1801 Bush St.	San Francisco
Borley, William E.	490 Post St.	San Francisco
Boyle, S. F.	490 Post St.	San Francisco
Brinckerhoff, Albert J.	490 Post St.	San Francisco
Campion, George S.	490 Post St.	San Francisco
Carman, Henry F.	60 Vicente St.	San Francisco
Colyear, Bayard H., Jr.	490 Post St.	San Francisco
Dickey, Clifford Allen	450 Sutter St.	San Francisco
Edgerton, Ambrose Earl	450 Sutter St.	San Francisco
Eissler, Rolf	2107 Van Ness Ave.	San Francisco
Fine, Max	655 Sutter St.	San Francisco
Goodwin, Rufus C.	2000 Van Ness Ave.	San Francisco
Hall, Thomas G.	516 Sutter St.	San Francisco
Harrington, David O.	384 Post St.	San Francisco
Harrington, John T.	450 Sutter St.	San Francisco
Hicks, Avery	490 Post St.	San Francisco
Hogan, Michael J.	450 Sutter St.	San Francisco
Hosford, George N.	450 Sutter St.	San Francisco
Jakobovits, Rafael	655 Sutter St.	San Francisco
Jampolsky, Arthur	2400 Clay St.	San Francisco
Kadesky, David	1801 Bush St.	San Francisco
Lachman, George S.	450 Sutter St.	San Francisco
Miller, Miriam	350 Post St.	San Francisco
Mohr, Selby	450 Sutter St.	San Francisco
Pischel, Dohrmann K.	490 Post St.	San Francisco
*Ridgway, William L.	490 Post St.	San Francisco
Rodin, Frank H.	490 Post St.	San Francisco
Sarrail, Jean A.	450 Sutter St.	San Francisco
Shaffer, Robert N.	490 Post St.	San Francisco
Tesauro, Nicholas	384 Post St.	San Francisco

SAN JOAQUIN COUNTY

Broadbuss, C. A.	242 N. Sutter St.	Stockton
Brody, Yale	127 E. Acacia St.	Stockton
Flageman, William H.	242 N. Sutter St.	Stockton
Powell, Dewey R.	Medico-Dental Bldg.	Stockton
Powell, James R.	Medico-Dental Bldg.	Stockton
Saslaw, Lewis B.	343 E. Main St.	Stockton
Sergis, Mooshy	127 E. Acacia St.	Stockton
Tipshus, Alfons F.	242 N. Sutter St.	Stockton

* Temporarily serving in the Armed Forces.

(Section Continued on Next Page)

CONTINUATION SHEET
 OR FILING ADMINISTRATIVE REGULAT S
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-282 (Continued)

B-282

SAN LUIS OBISPO

Beresky, Tibor	1170 Marsh St.	San Luis Obispo
Harper, Lamar B.	1170 Marsh St.	San Luis Obispo
Kundert, Karl Frederick	1114 Marsh St.	San Luis Obispo

SAN MATEO COUNTY

Abernethy, Rodney E.	30 S. El Camino Real	San Mateo
Denny, Lorin W.	205 - 3rd Ave.	San Mateo
Drucker, Arnold P.	406 N. San Mateo Dr.	San Mateo
Murphy, William H.	205 - 3rd Ave.	San Mateo
Sharpe, Otis Allen	251 Park Rd.	Burlingame
Sherwood, Robert O.	115 St. Matthews Ave.	San Mateo
Westsmith, Richard A.	30 S. El Camino Real	San Mateo

SANTA BARBARA COUNTY

Campbell, J. Gary	1525 State St.	Santa Barbara
Gibb, W. Blake	1515 State St.	Santa Barbara
Gifford, B. L.	317 W. Pueblo St.	Santa Barbara
Hombach, Frank J.	19 W. Micheltorena	Santa Barbara
Mesirow, Maurice E.	117 E. Cook St.	Santa Maria
Richards, John M.	1534 State St.	Santa Barbara
von Zelinski, W. F.	22 W. Islay St.	Santa Barbara

SANTA CLARA COUNTY

Beard, Crowell	St. Claire Bldg.	San Jose
Cassell, Irving	St. Claire Bldg.	San Jose
Lee, Dorothea	310 Medico-Dental Bldg.	San Jose
Liebenberg, Henry S.	123 S. 3rd St.	San Jose
Martin, Paul T.	910 Medico-Dental Bldg.	San Jose
Overmyer, Jay W.	260 Vine St.	San Jose
Parisi, Peter J.	12 S. 15th St.	San Jose
Reinhardt, Paul H.	300 Homer Ave.	Palo Alto
Rosehill, David B.	48 E. Santa Clara St.	San Jose
Sitney, Julian J.	87 No. Sixth St.	San Jose
Smith, H. Gordon	261 Hamilton Ave.	Palo Alto
Tanner, O. R.	300 Homer Ave.	Palo Alto
Thygeson, Phillips	220 Meridian Road	San Jose
Walsh, Alton	311 S. 1st St.	San Jose

(Section Continued on Next Page)

Aid to the Blind

BLINDNESS

B-282 (Continued)

B-282

SANTA CRUZ COUNTYBivins, Thomas E.
Culver, James E.
Hombach, Leo J.
Shenk, Frederick P.
Spencer, James A.
Trolan, Howard526 Soquel Ave.
135 Montevista Ave.
345 Church St.
Medico-Dental Bldg.
135 Montevista Ave.
819 Soquel Ave.Santa Cruz
Watsonville
Santa Cruz
Santa Cruz
Watsonville
Santa CruzSHASTA COUNTYBlodget, Rush M., Jr.
Kay, G. Leslie
Otten, Alex J.
Minasian, Edmond V.1324 South Street
1542 Market St.
2124 Market St.
1324 South St.Redding
Redding
Redding
ReddingSOLANO COUNTYGreen, John W.
Johnson, Malcolm
Madeley, H. Randall
Marchand, D. C.
Marquette, M. L.1727 Sonoma Blvd.
1004 Marin St.
1727 Sonoma Blvd.
1727 Sonoma Blvd.
1727 Sonoma Blvd.Vallejo
Vallejo
Vallejo
Vallejo
VallejoSONOMA COUNTYAiken, Samuel D.
Dick, Noble
Every, Herbert M.
O'Connor, C. Addison
Sannella, Lee S.
Spear, J. Leslie
Wick, H. WardMontgomery Dr.
618 - 4th St.
600 B St.
433 Humboldt St.
200 - 4th St.
576 B St.
858 Fourth St.Santa Rosa
Santa Rosa
Santa Rosa
Santa Rosa
Petaluma
Santa Rosa
Santa RosaSTANISLAUS COUNTYBarr, J. H.
Porter, James A.1409 H St.
1024 J St.Modesto
ModestoTEHAMA COUNTY

Frey, Russell G.

737 Washington St.

Red Bluff

TULARE COUNTY

Keiper, George F.

113 N. Church St.

Visalia

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-282 (Continued)

B-282

VENTURA COUNTY

Cavins, Carl S.	804 W. 5th St.	Oxnard
Howarth, E. M.	705 Main St.	Santa Paula
Maloney, John J.	733 North A St.	Oxnard
Morrison, A. A.	34 N. Ash St.	Ventura
Stansbury, John R.	34 N. Ash St.	Ventura

YOLO COUNTY

Graeser, Henrik S.	507 Main St.	Woodland
--------------------	--------------	----------

YUBA COUNTY

Berry, Frank D.	725 - 4th St.	Marysville
Hauck, Margot M.	725 - 4th St.	Marysville
Hodgin, Robert I.	603 D St.	Marysville
Montano, Rocco	316 G St.	Marysville

OTHER STATES

Clarke, Samuel T.	505 Medico-Dental Bldg.	Reno, Nevada
Cope, Beverly A.		Ashland, Oregon
Emmens, Thomas H.	301 Fluhrer Bldg.	Medford, Oregon
Magee, George R.	15 E. 1st St.	Reno, Nevada
Moulton, Olin C.	Medico-Dental Bldg.	Reno, Nevada

(Waic 3075, 3083, 3460, 3471)

DO NOT WRITE IN THIS SPACE

GEORGE K. WYMAN
DIRECTORGOODWIN J. KNIGHT
GOVERNORSTATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
December 23, 1954

DEPARTMENT BULLETIN NO. 510 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORSSubject: Aid to Needy Children
Cost Schedule Effective
April 1, 1955

The cost schedules issued prior to January 1, 1955, to be effective April 1, 1955, in accordance with Aid to Needy Children Manual Section C-503, C, show only slight changes in prices.

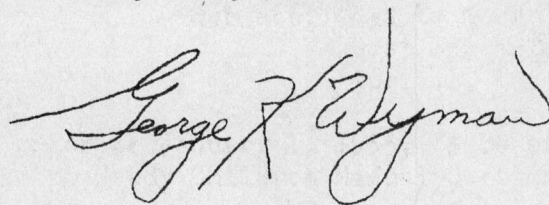
In view of the slight differences, the State Social Welfare Board hereby waives the requirement that the new cost schedule be applied to all cases at once. Counties are required to use the new cost schedule, effective April 1, 1955, in the following situations:

1. When aid is initiated or restored.
2. When there is a change in the family's need or income.
3. When a redetermination of eligibility is made.

If a county elects to take advantage of this waiver, the case load shall be reviewed by April 1, 1955, and budgets shall be recomputed for any case in which there is increased need because a child has moved into another budgetary age group since the last budget computation.

The provisions of this bulletin shall remain in effect until September 30, 1955.

Very truly yours,

George K. Wyman
Director

These regulations are designated to be effective February 1, 1955.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS ;
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

The following Department Bulletins are repealed:

- 405 Rev. Social Data Record Card - Aid to the Blind, January 28, 1952
- 462 Changes in Reporting on Form Bl, CA 232, Notice of Change, due to 1951 Legislation, August 28, 1951
- 467 Statistical Report on Notification to District Attorneys on Aid to Needy Children Cases, June 4, 1952
- 467A Report on Notification to District Attorneys (Form Temp 174), July 22, 1952
- 468 Aid to Needy Children - Family Groups: Monthly Report on Notifications to District Attorney, June 19, 1952
- 468 Rev. Aid to Needy Children - Family Groups: Monthly Report on Notifications to District Attorney, January 11, 1954
- 469 Old Age Security Permanent Sample (Form Ag 251), June 19, 1952
- 482 Study of time required to process public assistance applications to point of payment, December 17, 1952
- 487 Correction of Item 16, Form CA 251 (ANC Permanent Sample Schedule), March 2, 1953
- 489 Federal Study of Needs, Income, Resources, and Social Characteristics of OAS Recipients, April 8, 1953
- 492 Survey of APSB Plans for Self-support and Income of Recipients, June 25, 1953
- 494 Sample Study of Children Receiving ANC and living in Boarding Homes and Institutions, June 29, 1953
- 498 Federal Study of Characteristics of Families Receiving ANC, November 5, 1953
- 501 Study of Time Required to Process Public Assistance Applications (3 Aids), April 29, 1954

These regulations are designated to be repealed effective February 1, 1955 with the exception of Dept. Bull. No. 468 Revised which is designated to be repealed effective January 31, 1955.

DO NOT WRITE IN THIS SPACE

FACE SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

MAR 31 1955

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(Gov. Code 11380.2)

MAR 31 1955

Division of Administrative Procedure

DO NOT WRITE IN THIS SPACE

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: March 31, 1955By: George F. Wyma

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

APR 1 - 1955

At 8:55 o'clock A.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

B-258 PROCEDURE WHEN APPLICANT QUESTIONS DECISION ON
DEGREE OF BLINDNESS

B-258

If an applicant expresses dissatisfaction with the report of eye examination, arrangements shall be made for another eye examination at county expense by another physician or optometrist on the authorized lists of examiners. If the report of the second examination indicates that the applicant comes within the definition of blindness, a third examination by an examiner designated by the SDSW shall be authorized at county expense. This examiner will be provided with copies of the two conflicting reports, with the exception of the names of the examiners. Eligibility as to degree of blindness shall be determined on the basis of the two reports which agree.

If the SDSW finds upon review of an eye examination report, submitted in connection with a reapplication (made within 18 months of the previous application), that a conflict exists with a previous eye examination report, another eye examination shall be made by a designated physician.

(Section Continued on Next Page)

These regulations are designated to be effective May 1, 1955.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-258 (Continued)

B-258

The State Ophthalmologist shall have the privilege of examining the applicant and recommending final action on the basis of all available information. (See Sec. B-261, Appeals on Degree of Blindness.)

(W&IC 3075, 3083, 3460, 3471)

**B-259 PROCEDURE WHEN CONTINUED ELIGIBILITY OF A RECIPIENT
IS QUESTIONED ON DEGREE OF BLINDNESS**

B-259

If the SDSW finds upon review of a current Report of Eye Examination, Form Bl 227 or Bl 227A, that the facts are in conflict with the last eye examination report with regard to degree of blindness, such conflict shall be immediately resolved. This conflict will be indicated by the State Ophthalmologist by a check in the box entitled "Other" on the Report of Eye Examination which is returned to the county. A medical examiner will be designated by the SDSW to whom the recipient is to be referred by the county for another eye examination. The designated examiner will make the examination in the capacity of a "referee" in view of the conflict in evidence.

The following procedure shall be followed:

1. The warrant for the first month, following receipt of notification by the SDSW that a conflict exists, shall not be withheld because of the conflict in evidence as to degree of blindness. However, every effort shall be made to resolve the conflict within the month if possible.
2. The recipient shall immediately be notified by the county of the following:
 - (a) that a conflict in evidence concerning the eye condition exists;
 - (b) that another eye examination is required by the designated examiner; and
 - (c) that if he believes himself eligible to another type of assistance, he should file an application. (This is designed to avoid possible loss of aid to the individual if continued eligibility on degree of blindness is not established. In the event the recipient is living in a county other than that which is responsible for payment of aid, the county paying aid shall immediately notify the recipient that he should make application to the county in which he is living.)

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-259 (Continued)

B-259

3. The county shall make arrangements immediately for the eye examination by the examiner designated by the SDSW, and he is to be provided with a copy of each of the two eye examination reports which are in conflict, except that the names of the two examiners are to be omitted. Copies of the two conflicting reports will be sent to the county by the SDSW and forwarded by the county to the designated examiner.
4. The Report of Eye Examination by the designated examiner ("referee") shall be submitted to the SDSW as soon as it is received by the county. Time is of the essence in this procedure.
5. If the report of eye examination by the designated examiner ("referee") shows eligibility, this will be indicated by the SDSW by a check in the box entitled "Eligible" on the Report of Eye Examination which is returned to the county.

If the report of eye examination by the designated examiner ("referee") shows ineligibility, this will be indicated by the SDSW by a check in the box entitled "Ineligible" on the Report of Eye Examination.

Appropriate action by the county shall be taken in accord with the certification of the State Ophthalmologist upon review of the eye examination report of the examiner ("referee") designated by the SDSW.

6. If the conflict in evidence as to degree of blindness is not cleared before the end of the first month following that in which the county is notified of the conflict, a "hold" shall be placed on the warrant for the next month. A second and final notice shall be sent to the recipient advising that further payment will not be made unless eligibility is immediately cleared. Not more than one warrant may be held while a conflict in evidence as to degree of blindness is being resolved.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-259 (Continued)

B-259

7. In the event that the eye examination report by the "referee" examiner has not been secured before the end of the month for which a warrant is being held, the withheld warrant shall be cancelled and aid discontinued effective the end of the preceding month.

If the recipient is dissatisfied with the reports of physicians or optometrists obtained through the foregoing procedure, he may submit reports of other examinations made at his own expense by other examiners on the authorized lists.

The State Ophthalmologist shall have the privilege of examining the recipient and recommending final action on the basis of all available information.

The above procedure is applicable in all instances where a current report of eye examination creates a conflict in evidence as to degree of blindness except (1) if the recipient has had eye surgery or treatment since the last previous eye examination report on file, or (2) more than 18 months have elapsed between the last eye examination report filed with the SDSW and the current one. In such instances it may be that current eye examinations by more than two examiners will be required and this will be indicated by the SDSW on an individual basis.

(W&IC 3075, 3083, 3083.1, 3460, 3462.1, 3471)

These regulations are designated to be effective May 1, 1955.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-283 LIST OF AUTHORIZED OPTOMETRISTS FOR EYE EXAMINATIONS

B-283

ALAMEDA COUNTY

Brown, Hugh V.	406 American Trust Bldg.	Berkeley
Emmes, Arthur B.	126 Castro Village	Castro Valley
Neishi, M. Steven	14226 E. 14th St.	San Leandro
Osias, Leonard	347 Paseo Grande	San Lorenzo
Peters, Henry B.	2611 Telegraph Ave.	Oakland
Peters, Richard C.	3534 E. 14th Street	Oakland
Reinke, Albert R.	1114 Franklin Bldg.	Oakland
Robinson, Ronald	3329 Telegraph Ave.	Oakland
Sarver, Morton D.	5651 College Ave.	Oakland

AMADOR COUNTY

Harris, Marion M.	Krabbanhoft Bldg.	Jackson
	(Also in Calaveras and San Joaquin Counties)	

BUTTE COUNTY

Layton, Arthur		Paradise
----------------	--	----------

CALAVERAS COUNTY

Harris, Marion M.	Huberty Bldg.	San Andreas
	(Also in Amador and San Joaquin Counties)	

COLUSA COUNTY

James, William F.	516 J St.	Colusa
-------------------	-----------	--------

CONTRA COSTA COUNTY

Allen, G. K.	510 - 3rd St.	Antioch
Hurd, George R.	2363 Mt. Diablo Blvd.	Walnut Creek
Johnson, Frank V., Jr.	2363 Mt. Diablo Blvd.	Walnut Creek
Mello, Ansel J.	127 E. 4th St.	Pittsburg
Poulsen, Stanley A.	223 Broadway	Richmond
Williams, Simon P.	704 Alhambra Ave.	Martinez

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

	BLINDNESS	Aid to the Blind
B-283 (Continued)		B-283
<u>FRESNO COUNTY</u>		
Bradley, E. H.	357 N. 5th St.	Coalinga
Burkart, Carl	211 N. Van Ness	Fresno
Kallman, Herbert	1044 Fulton St.	Fresno
Miyake, George	1160 Broadway (Also in Madera County)	Fresno
Nishio, George	1160 Broadway (Also in Tulare County)	Fresno
Rovner, Ralph L.	722 O St.	Sanger
Shute, Sidney A.	440 Pollasky Ave.	Clovis
Yabuno, Robert	1429 Kern St.	Fresno
<u>GLENN COUNTY</u>		
Janish, Daniel A.	245 W. Sycamore St.	Willows
<u>HUMBOLDT COUNTY</u>		
Bartlett, Thomas B.	529 F St.	Eureka
Madsen, William	616 H St.	Eureka
<u>IMPERIAL COUNTY</u>		
Walker, N. O.	622 Main St.	El Centro
<u>INYO COUNTY</u>		
Muth, Carl R.	174 West Line	Bishop
<u>KERN COUNTY</u>		
Harps, Harry N.	415 Center St.	Taft
<u>KINGS COUNTY</u>		
Duffy, Gordon W.	431 N. Irwin St.	Hanford
Wilson, B. J.	311 Heinlen St.	Lemoore
<u>LASSEN COUNTY</u>		
Elefant, Herbert A.	809 Main St.	Susanville

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-283 (Continued)

B-283

LOS ANGELES COUNTY

Abel, Charles	950 W. Jefferson Blvd.	Los Angeles
Alberts, William M.	10522 Venice Blvd.	Culver City
Ariyasu, George	15335 Parthenia St.	Sepulveda
Baglien, James W.	2214 $\frac{1}{2}$ W. Florence Ave.	Los Angeles
Barr, Paul C.	133 Pier Ave.	Hermosa Beach
Bay, Joseph P.	1427 Marcelina Ave.	Torrance
Bloom, H. W.	8903 S. Sepulveda	Los Angeles
Bossin, Arthur S.	14418 Chase St.	Panorama City
Braff, Solon M.	413 W. Valley Blvd.	El Monte
Buchanan, J. T.	4350 Avalon Blvd.	Los Angeles
Burgess, S. H.	11501 Atlantic Blvd.	Lynwood
Clark, Thomas J.	5479 Abbeyfield St.	Long Beach
Coops, Ralph F.	3780 Wilshire Blvd.	Los Angeles
Eakin, Marion K.	6009 West Blvd.	Los Angeles
Eakin, Robert S.	6009 West Blvd.	Los Angeles
Elmstrom, George P.	325 Richmond St.	El Segundo
Emerson, Fred C.	240 W. 2nd St.	Claremont
Evans, William A.	12835 Sherman Way	Canoga Park
Fleming, Robert E.	612 W. Lancaster Blvd.	Lancaster
Freeberg, Dale D.	950 W. Jefferson Blvd.	Los Angeles
	293 E. Broadway	Hawthorne
Gamel, Stanley W.	223 Manhattan Beach Blvd.	Manhattan Beach
Garabedian, George S.	17709 Chatsworth St.	Granada Hills
Garrick, William J.	5330 Whittier Blvd.	Los Angeles
Goodlaw, Edward	219 W. 7th St.	Los Angeles
Gregg, James R.	6560 S. Normandie Ave.	Los Angeles
Hamroff, Gabriel	1022 N. Vermont Ave.	Los Angeles
Hilligoss, Jay Marshall	900 Pine Ave.	Long Beach
James, L. Earl	12234 Venice Blvd.	Mar Vista
Jaques, Bruce D.	523 W. 6th St.	Los Angeles
Jolliffe, Harry C.	313 N. Central Ave.	Glendale
Karlan, A. R.	3104 W. Imperial Highway	Inglewood
Kirkby, Oron A.	880 E. Colorado St.	Pasadena
Kramb, Richard A.	19 E. Huntington Drive	Arcadia
Kraus, David E.	706 S. Hill St.	Los Angeles
Kuroda, G. John	2010 Santa Fe	Long Beach

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

DO NOT WRITE IN THIS SPACE

	BLINDNESS	Aid to the Blind
B-283 (Continued)		B-283
<u>LOS ANGELES COUNTY</u> (Continued)		
Lady, Delmer C.	225 Santa Monica Blvd.	Santa Monica
Leatart, LeRoy	142 E. 3rd St.	Long Beach
Leslie, William W.	118 N. Louise	Glendale
Lewis, Gordon E.	234 E. Colorado St.	Pasadena
Meltzner, Martin L.	2728 S. Robertson Blvd.	Los Angeles
Miller, Sigmund S.	132 $\frac{1}{2}$ N. Mclay Ave.	San Fernando
Penner, Milton	8618 Reseda Blvd.	Northridge
Pons, Charles A.	3149 Glendale Blvd.	Los Angeles
Puff, E. C.	403 W. 8th St.	Los Angeles
	1347 Foothill Blvd.	La Canada
Reidenbaugh, Fred	11914 E. Firestone Blvd.	Norwalk
Robinson, Bernard N.	16404 S. Vermont Ave.	Gardena
Ross, Jack E.	121 N. Glendora Ave.	Puente
Schellenbach, Peter H.	8201 Foothill Blvd.	Sunland
Severtson, Robert L.	1042 E. Main St.	Alhambra
Sledge, Lenard W.	10918 Kinross	Los Angeles
Venable, Edwin W.	193 S. Hawthorne Blvd.	Hawthorne
Word, Frank A.	44842 Sierra Highway	Lancaster
Workman, Frank L.	110 W. Broadway	Glendale
Wray, Arene T.	3261 W. 6th St.	Los Angeles
Zabner, Louis M.	706 S. Hill St.	Los Angeles
<u>MADERA COUNTY</u>		
Jacobson, James J.	404 E. Yosemite Ave.	Madera
Miyake, George	222 Robertson Blvd. (Also in Fresno County)	Chowchilla
<u>MARIN COUNTY</u>		
Kors, Kermit	801 D St.	San Rafael
Rice, Paul R.	232 E. Blithedale Ave.	Mill Valley
Stovall, Jay C.	410 San Anselmo Ave.	San Anselmo

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-283 (Continued)

B-283

MENDOCINO COUNTY

Marsha, Trevis D.
Robertson, Alan B.

165 W. Smith St.
205 E. Pine St.

Ukiah
Ft. Bragg

MERCED COUNTY

Deane, George I., Jr.

302 Bank of America Bldg.

Merced

MONTEREY COUNTY

Beagle, Tracey O.
Jaques, Donald S.
Pearson, Charles

1000 Pajaro St.
199 Main St. (Wed. only)
574 Polk St.

Salinas
Soledad
Monterey
Carmel

NAPA COUNTY

Brooks, Charles F.
Reed, Max P.

2025 Jefferson St.
1130 First St.

Napa
Napa

NEVADA COUNTY

Ross, Robert L., Jr.

147 Mill St.

Grass Valley

ORANGE COUNTY

Blake, Richard G.
Horton, Dick A.
Kaufman, Henry S.
McClelland, George L.
Sneed, Val M.

107 S. Pomona Ave.
1523 N. Broadway
326 Main St.
407 Chapman Bldg.
123½ Main St.

Brea
Santa Ana
Huntington Beach
Fullerton
Seal Beach

PLUMAS COUNTY

Elfant, Jack A.

156 Jackson St.

Quincy

DO NOT WRITE IN THIS SPACE

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-283 (Continued)

B-283

RIVERSIDE COUNTY

Blowers, Richard T.	322 D St.	Perris
Gorham, John R.	321 E. Florida Ave.	Hemet
Mason, George F.	45521 Oasis Ave.	Indio
Port, Warren R.	158 N. Broadway	Blythe
Ryan, Francis M.	530 E. Florida Ave.	Hemet
Washburn, Jack R.	53 N. San Geronio Ave.	Banning

SACRAMENTO COUNTY

Farrington, Joseph E.	231 Medico-Dental Bldg.	Sacramento
White, Eugene A.	5607-A S. Haven Dr.	North Highlands
Wood, Martin J.	7972 California Ave.	Fair Oaks

SAN BENITO COUNTY

Green, David O.	345 5th St.	Hollister
-----------------	-------------	-----------

SAN BERNARDINO COUNTY

McGrane, Lawrence H.	127 S. 1st St.	Barstow
Robson, J. Glenn	307 E. B St.	Ontario

SAN DIEGO COUNTY

Ackley, Donald L.	4326 35th St.	San Diego
Chase, J. C.	7746 Girard Ave.	La Jolla
Dannenberg, O. Doyle	707 S. Escondido Blvd.	Escondido
Francisco, Clifford C.	1124 Bank of America Bldg.	San Diego
Furst, Kenneth J.	611 2nd St.	Oceanside
Holland, Allen C.	4441 University Ave.	San Diego
Jessop, David G.	3131 4th Ave.	San Diego
Kuntz, Seymour	1908 Cable St.	San Diego
Malin, A. H.	1350 Garnet St.	San Diego
Nelson, William L.	3888 Highland Ave.	San Diego
Scribner, Gordon R.	3960 4th Ave.	San Diego
Shockey, Laurel W.		Fallbrook
Tucker, James W.	611 2nd St.	Oceanside

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-283 (Continued)

B-283

SAN FRANCISCO COUNTY

Fourness, Lester A.	2665 Ocean Ave.	San Francisco
Hobrecht, Charles B.	209 Post St.	San Francisco
Hobrecht, Cyril J.	209 Post St.	San Francisco
LoPresti, Warren	209 Post St.	San Francisco
Schomacker, Albert J.	4068 18th St.	San Francisco
Stoltze, Albert C.	804 Clement St.	San Francisco

SAN JOAQUIN COUNTY

Harris, Marion M.	2045 Pacific Ave.	Stockton
	(Also in Amador and Calaveras Counties)	
Brown, Donald M.	517 W. Lodi Ave.	Lodi
Player, Herbert S.	306 Regent Court	Stockton
Waterman, V. B.	160 N. Maple	Manteca

SAN LUIS OBISPO COUNTY

McDonald, George W.	791 Dolliver St.	Pismo Beach
Pence, J. O.	115½ E. Branch St.	Arroyo Grande
Seger, Charles E.	1407 Garden St.	San Luis Obispo

SAN MATEO COUNTY

MacLeod, A. M.	932 Ralston Ave.	Belmont
Ulberg, G. Wendell	808 Santa Cruz Ave.	Menlo Park

SANTA BARBARA COUNTY

Cameron, Donald G.	106 S. C St.	Lompoc
Hill, J. D.	1020 State St.	Santa Barbara
Hill, Stanley D.	1020 State St.	Santa Barbara
Kinney, Collins M.	828 S. Broadway	Santa Maria

SANTA CRUZ COUNTY

Anderson, Harold G.	241 E. Lake Ave.	Watsonville
Bechtel, L. C.	241 E. Lake Ave.	Watsonville
Foster, Ted R.	1622 Seabright Ave.	Santa Cruz
Ueberrhein, A. E.	125 Third St.	Watsonville

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

BLINDNESS

Aid to the Blind

B-283 (Continued)

B-283

SHASTA COUNTY

Trekell, Leslie C.	2024 Market St.	Redding
--------------------	-----------------	---------

SISKIYOU COUNTY

Lake, Ralph W.	204 Lane St.	Yreka
Stewart, R. M.	418 W. Miner St.	Yreka

SOLANO COUNTY

Giant, Edward M.	327 Georgia St.	Vallejo
Marcuse, Seymour C., Jr.	335 Georgia St.	Vallejo
Nielson, Paul R.	513 Merchant St.	Vacaville

SONOMA COUNTY

Campbell, W. P.	2421 Midway Drive	Santa Rosa
Musser, Wayne E.	117 Washington St.	Petaluma
Rector, Robert R.	170 N. Main St.	Sebastopol

STANISLAUS COUNTY

Hinkley S. A.	925 12th St.	Modesto
Kirschen, M.	1117 Eye St.	Modesto

SUTTER COUNTY

Bush, Donald R.	323 D St.	Marysville
Lansdon, Robert C.	648 Plumas St.	Yuba City

TULARE COUNTY

Dickson, James F., Jr.	133 S. Mirage	Lindsay
Nagy, Thomas R.	144 N. M St.	Tulare
Nishio, George	238 Robertson Blvd. (Also in Fresno County)	Chowchilla
Okamura, Sabura	181 S. L St.	Dimuba
Schill, Joseph C.	144 N. M St.	Tulare

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

BLINDNESS

B-283 (Continued)

B-283

VENTURA COUNTY

Braff, S. D.	416-A N. A St.	Oxnard
Hirsch, Monroe J.	133 E. Ojai Ave.	Ojai
Martin, Joel P.	528 S. B St.	Oxnard
Palazzi, Paul	412 Orchard St.	Fillmore

YOLO COUNTY

Lindholtz, Richard J.	518 2nd St.	Davis
Monical, James B.	1420 Merkley Ave.	West Sacramento
Romey, Darl B.	510 College St.	Woodland

YUBA COUNTY

Bush, Donald R.	323 D St.	Marysville
-----------------	-----------	------------

(W&IC 3075, 3083, 3460, 3471)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

AID PAYMENTS

B-615 SPECIAL NEED FOR MEDICAL CARE
ANB ONLY

B-615

A. General

Medical care as used in this section is defined as including services from physicians, dentists, and nurses, treatment given by a practitioner as defined below; clinic, convalescent and hospital care; drugs and medical supplies; surgical and prosthetic appliances; and other special services, diagnostic X-ray and X-ray therapy, as may be required for diagnosis, care and treatment.

If a recipient is under care or treatment by a physician or surgeon, or by the practitioner of any type of therapy, treatment by prayer or other spiritual means or other treatment recognized as a branch of the healing arts, the cost of such care or treatment represents a "special need" in the amount actually required to purchase such service.

When costs of medical care are paid directly to vendors by others, including relatives of the recipient, all such payments shall be considered income to the recipient, and the care or treatment shall be identified and established as a special need.

The recipient should be given a full interpretation of his responsibility in reporting changes in his medical care situation.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL-AB

REVISION 419

Revised March 25, 1955
Effective May 1, 1955

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

AID PAYMENTS

Aid to the Blind

B-615 (Continued)

B-615

B. Freedom of Choice and Purchase

The recipient is a free agent in the choice and purchase of medical care. After a person goes for treatment, what he actually needs and how much, is determined by the practitioner, medical or other, but he chooses what he will have or what he needs.

C. Medication

Prescription and proprietary drugs or other medications are considered special needs when (a) prescribed by a physician or practitioner of the healing arts, and (b) the cost is in addition to the charge for service.

There shall be at least an annual redetermination as to whether the continued use of the medication is prescribed by the physician or other practitioner.

D. Nursing Home, Sanatorium, or Rest Home Care

The cost of nursing home, sanatorium, or rest home care represents special need if the recipient's condition requires this type of care, as determined or recommended by his physician or practitioner. The maximum allowances for nursing home care, as set forth below, take into consideration the fact that the amount charged will vary according to the kind and extent of services needed by the recipient and according to conditions in various areas.

In order to determine which maximum will apply in a given case, the agency shall secure information from the physician or practitioner as to the kind of care required by the recipient. The nature of the services provided in the nursing home in which the recipient receives care or plans to receive care, and the rate charged shall also be determined. If, in addition to services usually provided, the nursing home also furnishes prescribed medications (prescriptions and proprietary drugs prescribed by physician) for the individual patient, special medical supplies and appliances required by the patient, or physician's services, and the rate is correspondingly higher, allowance may be made for these special needs in addition to the established maximum. Such allowance shall be based on the charge usually made for these services when provided through the nursing home. If the cost of prescribed medication, special medical supplies, appliances, or physician's services is not included in the nursing home rate, an additional allowance is made based on the verified cost of the required item.

If the physician or practitioner determines a recipient's condition requires placement in a private room, an additional amount, not to exceed \$50, is allowed to meet the cost for the period this type of accommodation is necessary. If a recipient does not require a private room, but this is the only type of accommodation available, a three-months' adjustment period is permitted to enable the recipient to secure care in a ward or semi-private accommodation within the maximum cost allowed for the type of care he requires.

(Section Continued on Next Page)

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Aid to the Blind

AID PAYMENTS

B-615 (Continued)

B-615

Maximum allowances

Group I--The maximum allowance for nursing home care for recipients requiring only a minimum amount of care and service, i.e., board, room, laundry, including personal laundry, and some personal service or supervision, shall not exceed \$125. An additional allowance of \$20 shall be made to meet cost of clothing and incidental needs.

Group II--The maximum allowance for nursing home care for recipients requiring nursing service (rendered by registered or practical nurses), shall not exceed \$165. An additional allowance of \$20 shall be made to meet cost of clothing and incidental needs.

Group III--The maximum allowance for nursing home care for recipients who are bedfast and require extensive nursing care shall not exceed \$210. An additional allowance of \$20 shall be made to meet cost of clothing and incidental needs.

If the cost exceeds the maxima defined under Groups I, II or III and facilities to meet the individual's need are available within the maximum, a three-months' period shall be allowed to permit the recipient to secure care within the allowable amount. Thereafter, if the recipient remains under care at a rate exceeding the maximum, the allowable amount for the type of care required shall be considered to represent the need for that item.

Example: Mr. A is receiving care in a nursing home paying \$200 a month. He requires Group II care which is available within the allowable maximum. He has no other special needs. Total need is \$165 (maximum for Group II care) plus \$20 (for clothing and incidentals), or \$185. Relatives contribute \$110 toward the cost of care and there is no other income. This amount subtracted from \$185 results in a grant of \$75.

If there are no available facilities where the required care can be received within the maxima defined for Groups I, II or III, or a physician recommends against moving the patient because of factors in the individual case, special need for care may be determined on the basis of the actual cost. However, the allowance shall not exceed the minimum amount for which adequate care for the individual can be secured.

E. Private Hospital Care

The cost of private hospital care represents special need if recommended by the physician or practitioner, and the type of care required is not available for less in the community.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-AB

REVISION 377

Revised July 23, 1954
 Effective September 1, 1954

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

AID PAYMENTS

Aid to the Blind

B-615 (Continued)

B-615

F. Prepaid Medical and Hospital Care

If a recipient is enrolled in a prepaid medical care plan (e.g., California Physician's Service, Ross-Loos Medical Group, Permanente Health Plan) or in a prepaid hospital service plan (e.g., Blue Cross, Intercoast Hospitalization Insurance) or carries a disability insurance policy which includes specific provision for hospitalization and/or medical care, the cost of the policy is allowed up to a maximum of \$6 monthly. Insurance policies in which a disability clause is incidental or which have limited coverage insuring only against specified illnesses (e.g., polio, rabies, etc.) do not come within the meaning of this provision.

G. Nursing Service in Recipient's Own Home

If the provision of nursing service (either by a registered or a practical nurse) permits the recipient to continue living in his own home rather than requiring him to enter a nursing home, an allowance, not to exceed \$165 monthly is made for nursing service. An additional allowance, not to exceed \$30 monthly, is made, if needed, to cover cost of food for the nurse. If the nursing service is provided through a Visiting Nurse Association or similar organization (excluding public health nursing service of public health departments), the usual charge per visit shall be allowed instead. If only short-term nursing service is required (i.e., less than 15 days) cost of such service is allowed in accordance with the usual community rate for such service.

H. Dental Care

The cost of dental care represents a special need. Allowance for any dental service shall not exceed the minimum cost for which the service is available in the community.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

AID PAYMENTS

B-615 (Continued)

B-615

I. Hearing Aids

If a practitioner of the healing arts recommends the provision of a hearing aid, the cost of the hearing aid represents a special need when a further examination by an otologist verifies that the recipient will benefit from its use. An allowance not to exceed \$10 shall be made to cover the cost of the examination by the otologist. The actual cost of the hearing aid not to exceed \$175 plus sales tax and carrying charges, as necessary, represents special need. An exception to the maximum allowance is made if an otologist makes a specific recommendation that a recipient can benefit only from a type of hearing aid, the cost of which exceeds \$175. An amount up to a maximum monthly allowance of \$5 shall be allowed to cover upkeep costs of hearing aids.

J. Eyeglasses

If eyeglasses are prescribed by a physician or practitioner, the actual cost thereof represents a special need within the following maximum allowances:

Bifocal lenses and frame -- \$20
Single vision lenses and frame -- \$15
Refraction -- \$10

If a recipient already possesses adequate frames, a special allowance shall be made for lenses only. The maximum allowance for lenses is:

Bifocal lenses -- \$7.50 each
Single vision lenses -- \$5.00 each

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

AID PAYMENTS

Aid to the Blind

B-615 (Continued)

B-615

If tinted lenses are recommended by the physician or practitioner, the additional cost not to exceed \$2 for each lens represents special need.

A special need allowance shall be made for only one pair of glasses, e.g., if reading glasses are recommended, an additional allowance cannot be made for glasses for distance vision, or for sun glasses.

The above maximum allowances do not cover state and city sales tax or carrying charges, if any. These costs, if incurred, shall be added to the above maxima.

K. Supplementary Services Related to Medical Needs

The costs of items listed below represents special need if prescribed by a physician or practitioner.

1. Laboratory service, X-rays.
2. Trusses, and other prosthetic appliances.
3. Dressings and other sickroom supplies, including wheel chairs, hospital beds, crutches, etc.

L. Determination of Cost of Medical Needs

The cost of all medical needs shall be established before special need allowance is made. Determination of cost shall include determination as to whether the need presented pertains solely to the recipient and the period to which the need relates.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

AID PAYMENTS

B-615 (Continued)

B-615

The county shall adopt for county-wide use one of two plans for determining the cost of medical needs:

- (a) The county may require that all determination of cost be by means of written statement of the physician, practitioner or vendor or by means of other documentary evidence such as bills, receipts, etc.
- (b) The county may provide that the method of determination shall be selected on a case basis, dependent upon the county's evaluation of the circumstances. As an alternative to the documentary evidence described under (a), the county may accept the verbal or written statement of the recipient, except that additional verification shall be requested if the cost seems inconsistent with the circumstances.

1. REGULAR AND PREDICTABLE MEDICAL NEEDS WHICH WILL CONTINUE INDEFINITELY.

The monthly cost of a medical need which may reasonably be expected to continue for an indefinite period in a regular and predictable amount, i.e., nursing home care, prepaid medical or hospital care, certain medications such as insulin, etc., shall be determined when first allowed. The cost shall be redetermined during the annual reinvestigation or earlier if there is indication of probable change.

2. REGULAR AND PREDICTABLE MEDICAL NEEDS WHICH WILL CONTINUE FOR A SPECIFIC PERIOD OF TIME.

The total cost and required monthly payments on a medical need which may reasonably be expected to continue in a regular and predictable amount for a specific period, i.e., monthly payments on hearing aids, dentures, glasses, etc., shall be determined at the time the special need is allowed. Subsequent redetermination may be made as the county deems necessary.

3. FLUCTUATING AND/OR UNPREDICTABLE MEDICAL NEEDS.

The cost of fluctuating and/or unpredictable medical needs, including treatment by a physician or other practitioner, most medications, hospital care, nursing service in the recipient's own home, dental care, etc., shall be determined for each month for which special need is allowed. (See Secs. B-630, Retroactive Aid Payments, and B-612, Special Needs - Definition and Determination ANB Only, Item 15 - Debts).

(W&IC 3075, 3084)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-618 VERIFICATION OF SPECIAL NEEDS
ANB ONLY

B-618

(Repealed)

These regulations are designated to be repealed effective May 1, 1955.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-722 SETTING THE HEARING

B-722

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Section.

1. Date of Hearing. After expiration of the time for receipt of the Basis of Action, (See Sec. B-720) the SDSW shall schedule the hearing for the first available date that will permit ten days notice to the appellant and the county.
2. Place of hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community, or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately six to eight people and should contain a table at which that number can be seated. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy. The room should be acoustically suitable for electronic recording equipment. Thus it should be as far removed as possible from machinery and street noises, and should be subject to a minimum of echo.

3. Notification. A written notice of the time and place of hearing shall be mailed or delivered to the appellant and the county not less than 10 days prior to the hearing.

Upon request of the appellant or the county, the SSWB or a referee may for good cause continue a hearing for a period not to exceed 30 days.

(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)

These regulations are designated to be effective May 1, 1955.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Old Age Security

DETERMINATION OF NEED

A-1260

A-1260 SPECIAL NEED FOR MEDICAL CARE

A-1260

A. GENERAL

"Medical care" is defined as including services from physicians, dentists, and nurses, treatment given by a practitioner as specified in Item 1 below; clinic, convalescent and hospital care; drugs and medical supplies; surgical and prosthetic appliances; and other special services, diagnostic X-ray and X-ray therapy, as may be required for diagnosis, care and treatment.

It is recognized that the recipient is a free agent in the choice and purchase of medical care, and that there are only such protections around the quality of care he buys as are assured to other persons in the community. He may be able to get care at reduced rates or he may pay what everyone else pays, depending upon where he secures his care. After a person goes for treatment, what he actually needs and how much, is determined by the practitioner, medical or other, but he chooses what he will have of what he needs. The recipient should be given a full interpretation of his responsibility in reporting changes in his medical care situation.

When costs of medical care are paid directly to vendors by others, including relatives of the recipient, all such payments shall be considered income to the recipient, and the care or treatment shall be identified and established as a special need.

B. TYPES OF MEDICAL NEEDS

1. Treatment by Physician, Surgeon, or Practitioner of any Type of Therapy

When a recipient is under care or treatment by a physician or surgeon, or by the practitioner of any type of therapy, treatment by prayer or other spiritual means or other treatment recognized as a branch of the healing arts, the cost of such care or treatment represents a "special need" in the amount actually required to purchase such service.

2. Medication

Prescription and proprietary drugs or other medications are considered special needs when (1) prescribed by a physician or practitioner of the healing arts, and (2) the cost is in addition to the charge for service. There shall be at least an annual redetermination of whether continued use of the medication is prescribed by the physician or other practitioner.

(Section Continued on Next Page)

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

A-1260

DETERMINATION OF NEED

Old Age Security

A-1260 (Continued)

A-1260

3. Nursing Home, Sanitarium, or Rest Home Care

The cost of Nursing Home, Sanitarium, or Rest Home care represents special need when the recipient's condition requires this type of care, as determined or recommended by the recipient's physician or practitioner.

The maximum allowances for nursing home care, as set forth below, take into consideration the fact that the amount charged will vary according to the kind and extent of services needed by the recipient and according to conditions in various areas.

In order to determine which maximum will apply in a given case, the agency shall secure information from the physician or practitioner as to the kind of care required by the recipient. The nature of the services provided in the nursing home in which the recipient receives care or plans to receive care, and the rate charged shall also be determined. If, in addition to services usually provided, the nursing home also furnishes prescribed medications (prescriptions and proprietary drugs prescribed by physician) for the individual patient, special medical supplies and appliances required by the patient, or physician's services, and the rate is correspondingly higher, allowance may be made for these special needs in addition to the established maximum. Such allowance shall be based on the charge usually made for these services when provided through the nursing home. When the cost of prescribed medication, special medical supplies, appliances, or physician's services is not included in the nursing home rate, an additional allowance is made based on the verified cost of the required item.

When a physician or practitioner determines a recipient's condition requires placement in a private room, an additional amount, not to exceed \$50, is allowed to meet the cost for the period this type of accommodation is necessary. If a recipient does not require a private room, but this is the only type of accommodation available, a three months' adjustment period is permitted to enable the recipient to secure care in a ward or semi-private accommodation within the maximum cost allowed for the type of care he requires.

(Section Continued on Next Page)

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Old Age Security

DETERMINATION OF NEED

A-1260

A-1260 (Continued)

A-1260

Maximum allowances for nursing home, sanitarium, or rest home careGroup I

The maximum allowance for nursing home care for recipients requiring only a minimum amount of care and service, i.e., board, room, laundry, including personal laundry and some personal service or supervision, shall not exceed \$125. An additional allowance of \$20 shall be made to meet cost of clothing and incidental needs.

Group II

The maximum allowance for nursing home care for recipients requiring nursing service (rendered by registered or practical nurses), shall not exceed \$165. An additional allowance of \$20 shall be made to meet cost of clothing and incidental needs.

Group III

The maximum allowance for nursing home care for recipients who are bedfast or who require extensive nursing care and constant supervision shall not exceed \$210. An additional allowance of \$20 shall be made to meet cost of clothing and incidental needs.

When the cost exceeds the maxima defined for Groups I, II and III and facilities to meet the individual's need are available within the maximum, a three months period shall be allowed to permit the recipient to secure care within the allowable amount. Thereafter, if such recipient remains under care at a rate exceeding the maximum, the allowable amount for the type of care required shall be considered to represent the need for that item.

Example: Mr. A is receiving care in a nursing home paying \$200 a month. He requires Group II care which is available within the allowable maximum. He has no other special needs. Total need is \$165 (maximum for Group II care) plus \$20 (for clothing and incidentals), or \$185. Relatives contribute \$125 toward the cost of care and there is no other income. This amount subtracted from \$185 results in a grant of \$60.

If there are no available facilities where the required care can be received within the maxima defined for Groups I, II or III, or a physician recommends against moving the patient because of factors in the individual case, special need for care may be determined on the basis of the actual cost. However, the allowance shall not exceed the minimum amount for which adequate care for the individual can be secured.

4. Private Hospital Care

The cost of private hospital care represents special need when recommended by the physician or practitioner, and the type of care required is not available for less in the community.

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-1260

DETERMINATION OF NEED

Old Age Security

A-1260 (Continued)

A-1260

5. Prepaid Medical or Hospital Care

When a recipient is enrolled in a prepaid medical care plan (e.g., California Physicians' Service, Ross-Loos Medical Group, Permanente Health Plan) or in a prepaid hospital plan (e.g., Blue Cross, Intercoast Hospitalization Insurance), or carries a disability insurance policy which includes specific provision for hospitalization and/or medical care, the cost of the policy is allowed up to a maximum of \$6 monthly. Insurance policies in which a disability clause is incidental or which have limited coverage insuring only against specified illnesses (e.g., polio, rabies, etc.) do not come within the meaning of this provision.

6. Nursing Service in Recipient's Own Home

When the provision of nursing service (either by a registered nurse or a practical nurse) permits the recipient to continue living in his own home rather than requiring him to enter a nursing home, an allowance, not to exceed \$165 monthly, is made for nursing service. An additional allowance, not to exceed \$30 monthly, is made, if needed, to cover cost of food for the nurse. When the nursing service is provided through a Visiting Nurse Association or similar organization (excluding public health nursing service of public health departments) the usual charge per visit shall be allowed instead. When only short term nursing service is required (i.e., less than 15 days) cost of such service is allowed in accordance with the usual community rate for such service.

7. Supplementary Services Related to Medical Needs

The cost of items listed below represent special need when prescribed by a physician or practitioner.

- a. Laboratory service, X-rays.
- b. Prosthetic appliances such as trusses, artificial limbs, etc.
- c. Dressings and other sick room supplies, including wheel chairs, hospital beds, crutches, etc.

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Old Age Security	DETERMINATION OF NEED	A-1260
A-1260 (Continued)		A-1260

8. Dental Care

The cost of dental care represents a special need. Allowance for any dental service shall not exceed the minimum cost for which the service is available in the community.

9. Eyeglasses (including charge for refraction)

The actual cost of eyeglasses represents a special need within the maximum allowances set forth below:

- Bifocal lenses and frame. \$20
- Single vision lenses and frame. \$15

If a recipient already possesses adequate frames, a special allowance shall be made for lenses only. The maximum allowance for bifocal lenses is \$7.50 for each lens, and for single vision lenses, \$5 for each lens. If tinted lenses are recommended by a physician or practitioner, the additional cost not to exceed \$2 for each lens represents special need.

The actual cost of a refraction shall be allowed up to a maximum of \$10.

A special need allowance shall be made for only one pair of glasses, e.g., if reading glasses are recommended, an additional allowance cannot be made for glasses for distance vision, or for sun glasses.

The above maximum allowances do not cover state and city sales tax or carrying charges, if any. These costs, if incurred, shall be added to the above maxima.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-1260

DETERMINATION OF NEED

Old Age Security

A-1260 (Continued)

A-1260

10. Hearing Aids

When a practitioner of the healing arts recommends the provision of a hearing aid, the cost of the hearing aid represents a special need when a further examination by a licensed physician and surgeon who is an otologist verifies that the recipient will benefit from the use of a hearing aid.

The cost of the examination by the otologist represents a special need, up to a maximum of \$10. The actual cost of the hearing aid not to exceed \$175 plus sales tax and carrying charges, as necessary, represent special need. If an allowance is made for carrying charges, it follows that an allowance cannot be made for interest on a loan made to cover the cost of the hearing aid. If interest only is involved, this is added to the maximum. If another instrument is turned in the trade-in allowance shall be deducted from the \$175 maximum.

An exception to the maximum allowance is made if an otologist makes a specific recommendation that a recipient can benefit only from a type of hearing aid the cost of which exceeds \$175.

The monthly upkeep cost of hearing aids represents a special need up to a maximum of \$5 per month.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

OLD AGE SECURITY

DETERMINATION OF NEED

A-1260

A-1260 (Continued)

A-1260

C. DETERMINATION OF COST OF MEDICAL NEEDS

The cost of all medical need shall be established before special need allowance is made. Determination of cost shall include determination as to whether the need presented pertains solely to the recipient and the period to which the need relates.

The county shall adopt for county-wide use one of two plans for determining the cost of medical needs:

- (a) The county may require that all determination of cost be by means of written statement of the physician, practitioner or vendor or by means of other documentary evidence such as bills, receipts, etc.
- (b) The county may provide that the method of determination shall be selected on a case basis, dependent upon the county's evaluation of the circumstances. As an alternative to the documentary evidence described under (a), the county may accept the verbal or written statement of the recipient, except that additional verification shall be requested if the cost seems inconsistent with the circumstances.

1. Regular and Predictable Medical Needs Which Will Continue Indefinitely.

The monthly cost of a medical need which may reasonably be expected to continue for an indefinite period in a regular and predictable amount, i.e., nursing home care, prepaid medical or hospital care, certain medications such as insulin, etc., shall be determined when first allowed. The cost shall be redetermined during the annual reinvestigation or earlier if there is indication of probable change.

2. Regular and Predictable Medical Needs Which Will Continue for a Specific Period of Time.

The total cost and required monthly payments on a medical need which may reasonably be expected to continue in a regular and predictable amount for a specific period, i.e., monthly payments on hearing aids, dentures, glasses, etc., shall be determined at the time the special need is allowed. Subsequent redetermination may be made as the county deems necessary.

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-1260

DETERMINATION OF NEED

Old Age Security

A-1260 (Continued)

A-1260

3. Fluctuating and/or Unpredictable Medical Needs.

The cost of fluctuating and/or unpredictable medical needs, including treatment by a physician or other practitioner, most medications, hospital care, nursing service in the recipient's own home, dental care, etc., shall be determined for each month for which special need is allowed. (See Secs. A-1316, Retroactive Aid Payments, and A-1280, Special Need to Meet Payment on Debts.)

(W&IC 2140)

DO NOT WRITE IN THIS SPACE

CALIFORNIA--SDSW-MANUAL--OAS

REVISION 288

Revised March 25, 1955
Effective May 1, 1955

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-1536

APPEAL FOR FAIR HEARING

Old Age Security

A-1536 SETTING THE HEARING

A-1536

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Section.

1. Date of Hearing. After expiration of the time for receipt of the Basis of Action (See Sec. A-1532), the SDSW shall schedule the hearing for the first available date that will permit ten days notice to the appellant and the county.
2. Place of Hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately 6 or 8 people and should contain a table at which that number can be seated. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy. The room should be acoustically suitable for electronic recording equipment. Thus it should be as far removed as possible from machinery and street noises, and should be subject to a minimum of echo.

3. Notification. A written notice of the time and place of hearing shall be mailed or delivered to the appellant and the county not less than 10 days prior to the hearing.

Upon request of the appellant or the county, the SSWB or a referee may for good cause continue a hearing for a period not to exceed 30 days.

(W&IC 103, 104.1, 104.5)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

C-503 Subsection F, 4

C-503

4. Housing

a. Rent

The amount of rent paid shall be included for each family budget unit up to the ceiling given in the Cost Schedule.

If there are others in the household not included in the family budget unit, only the prorated share of the actual rent paid, in accordance with the total number of persons in the household, is allocable to the family budget unit.

The amount of actual rent paid by the family budget unit or the household and a statement as to what such rental includes shall be recorded in the narrative.

b. Allowances for Home Owned, Encumbered, or Being Purchased

Monthly amounts shall be included for the home owned, encumbered, or being purchased and occupied by the family, as follows:

- (1) Monthly prorata of taxes paid.
- (2) Monthly prorata of assessments paid, not included in the taxes.
- (3) Monthly prorata of fire insurance paid.
- (4) Allowance for upkeep and minor repairs, as follows:

<u>Assessed Valuation</u>	<u>Minimum Allowance per Month</u>
Under \$1,000	\$2.00
\$1,000 - \$1,999	2.50
\$2,000 - \$3,000	3.00

- (5) Monthly prorata of amount to cover interest and principal payments on encumbrances. The amount allowed for principal payments should not exceed the minimum possible payment without loss of property and without increasing the encumbrance.

The total amount for taxes, insurance, upkeep and repairs, interest, and principal shall be determined and shall be included for each family budget unit up to the rent ceiling given in the Cost Schedule.

If there are others in the household not included in the family budget unit, only the prorated share of the above housing expenses, in accordance with the total number of persons in the household, is allocable to the family budget unit.

(W&IC 1560)

These regulations are designated to be effective May 1, 1955.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
I FILING ADMINISTRATIVE REGULATION...
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-516

PAYMENT OF AID

Aid to Needy Children

C-516. PAYMENT OF AID IN MISMANAGEMENT CASES

C-516

A. REQUIREMENTS

If there is mismanagement of the aid payments for children living in family groups or with needy relatives, aid may be paid totally or partially (1) in unrestricted multiple payments, (2) in kind, and (3) in controlled payments, in order to assure to the children those minimum essentials provided by the ANC program. There is no federal participation for aid paid in kind nor for a cash payment for one budgetary item only. The total monthly payments, both cash and kind, shall meet the standard set forth in Sec. C-503.

B. DEFINITION

Mismanagement of the aid payment occurs when the aid, or a considerable portion of it, is spent for nonessentials to the extent that the well being of the child is adversely affected.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 428

Revised March 25, 1955
Effective May 1, 1955

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-516

C-516 (Continued)

C-516

C. DETERMINATION OF MISMANAGEMENT

A determination that all, or a portion, of the aid payment is to be paid in unrestricted multiple payments, in kind, or in controlled payments shall be made only after there has been a determination of mismanagement of aid payments in cash. There must also have been an attempt on the part of the county to solve the problem by other means and a plan for further work with the family, of which such method of payment of aid is an integral part.

Attempt shall be made to determine the cause of the problem of mismanagement and to take the indicated steps to assist the family in solving the situation before determining to make unrestricted multiple payments, payments in kind, or controlled payments.

The evidence of mismanagement and the steps taken by the county to correct the situation shall be recorded in the narrative. The plan for the future work with the family on the problem of mismanagement shall also be recorded. Whenever possible these cases should be assigned to persons in the county department who are best able to handle such cases.

D. RE-EXAMINATION OF MISMANAGEMENT CASES

Each mismanagement case shall be re-examined at least every six months to determine whether or not the family should be returned to an unrestricted cash payment as a part of the ultimate goal of ANC to make the family as self-sufficient as possible. At this time the progress made on the plan for the family and any indicated revisions in the plan shall be recorded, together with the decision to return to a cash payment or continue with unrestricted multiple payments, payments in kind, or controlled payments. Adequate controls of this six-month re-examination shall be maintained by the county.

E. AMOUNT OF THE AID PAYMENT

The total aid payment, whether in cash or in kind, shall meet the ANC standard as set forth in the Cost Schedule and Sec. C-503, both as to the items and amounts, up to the participating maxima.

The amount of goods in kind on which a money value is placed shall be limited to that quantity included in the ANC standard for the number of persons in the family budget unit.

(W&IC 1552.2, 1560)

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 429

Revised March 25, 1955
Effective May 1, 1955

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-636 SETTING THE HEARING

C-636

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Unit.

1. Date of Hearing. After expiration of the time for receipt of the Basis of Action (See Sec. C-632), the SDSW shall schedule the hearing for the first available date that will permit ten days notice to the appellant and the county.
2. Place of Hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community, or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately six or eight people and should contain a table at which that number can be seated. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy. The room should be acoustically suitable for electronic recording equipment. Thus it should be as far removed as possible from machinery and street noises, and should be subject to a minimum of echo.

3. Notification. A written notice of the time and place of hearing shall be mailed or delivered to the appellant and the county not less than 10 days prior to the hearing.

Upon request of the appellant or the county, the SSWB or a referee may for good cause continue a hearing for a period not to exceed 30 days.

(W&IC 103, 104.1, 104.5)

These regulations are designated to be effective May 1, 1955.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-270 Subsection C.

F-270

C. STATE FIELD AUDIT EXCEPTIONS

Exceptions developed by the State Controller's Auditors are written in formal schedules and included in field audit reports transmitted to each county. The audit report narrative will inform the county of the 60-day period in which to question or protest to the SDSW, Area Office, any of the exceptions scheduled. If a protest is filed, it shall be accompanied by full supporting data. The exceptions involved may be cleared, modified or sustained by SDSW. If cleared, no further action is necessary. If modified or sustained, the required adjustments will be made on a current claim by SDSW (See Sec. F-260, Item A). Under no circumstances is the county to adjust exceptions contained in the audit report.

(W&IC 1556, 1559, 2189, 3087.3, 3482)

These regulations are designated to be effective May 1, 1955.

DO NOT WRITE IN THIS SPACE

071-05		WELFARE PERSONNEL STANDARDS										Organization and Administration			
071-05 SALARY SCHEDULES WPS		071-05													
CLASSIFICATION	SCHEDULE OF STEPS														
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	
County Welfare Director V	-	-	464	491	519	549	581	614	649	686	725	766	810	856	
County Welfare Director IV	-	-	392	415	439	464	491	519	549	581	614	649	686	725	
County Welfare Director III	-	-	332	351	371	392	415	439	464	491	519	549	581	614	
County Welfare Director II	-	-	281	297	314	332	351	371	392	415	439	464	491	519	
County Welfare Director I	-	-	225	238	252	266	281	297	314	332	351	371	392	415	
Assistant County Welfare Director	-	-	371	392	415	439	464	491	519	549	581	614	649	686	
Social Work Supervisor II	-	-	314	332	351	371	392	415	439	464	491	519	549	581	
Social Work Supervisor I	-	-	266	281	297	314	332	351	371	392	415	439	464	491	
Child Welfare Supervisor II	-	-	314	332	351	371	392	415	439	464	491	519	549	581	
Child Welfare Supervisor I	-	-	297	314	332	351	371	392	415	439	464	491	519	549	
Child Welfare Services Worker II	-	-	252	266	281	297	314	332	351	371	392	415	439	464	
Child Welfare Services Worker I	-	-	225	238	252	266	281	297	314	332	351	371	392	415	
Social Worker III	-	-	238	252	266	281	297	314	332	351	371	392	415	439	
Social Worker II	-	-	213	225	238	252	266	281	297	314	332	351	371	392	
Social Worker I	-	-	190	201	213	225	238	252	266	281	297	314	332	351	
Chief Fiscal Supervisor	-	-	314	332	351	371	392	415	439	464	491	519	549	581	
Chief Account Clerk	-	-	266	281	297	314	332	351	371	392	415	439	464	491	
Senior Account Clerk	-	-	213	225	238	252	266	281	297	314	332	351	371	392	
Account Clerk	-	-	180	190	201	213	225	238	252	266	281	297	314	332	
Senior Stenographer Clerk	-	-	213	225	238	252	266	281	297	314	332	351	371	392	
Intermediate Stenographer Clerk	-	-	180	190	201	213	225	238	252	266	281	297	314	332	
Junior Stenographer Clerk	-	-	161	170	180	190	201	213	225	238	252	266	281	297	
Senior Typist Clerk	-	-	201	213	225	238	252	266	281	297	314	332	351	371	
Intermediate Typist Clerk	-	-	180	190	201	213	225	238	252	266	281	297	314	332	
Junior Typist Clerk	-	-	161	170	180	190	201	213	225	238	252	266	281	297	
Chief Clerk	-	-	252	266	281	297	314	332	351	371	392	415	439	464	
Senior Clerk	-	-	201	213	225	238	252	266	281	297	314	332	351	371	
Intermediate Clerk	-	-	180	190	201	213	225	238	252	266	281	297	314	332	
Junior Clerk	-	-	161	170	180	190	201	213	225	238	252	266	281	297	
Receptionist	-	-	180	190	201	213	225	238	252	266	281	297	314	332	
Investigator	-	-	266	281	297	314	332	351	371	392	415	439	464	491	

For changes in pay ranges, see modification procedure specified in Sec. 071-10, Adoption of Compensation Plan. Effective date of compensation plan to be either (a) July 1, 1955, or (b) effective date of county salary ordinance for 1955-56, whichever is applicable.

2010/19.5

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATION...
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

GEORGE K. WYMAN
DIRECTOR

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

DEPARTMENT BULLETIN NO. 434-B (Merit System)

TO: COUNTY WELFARE DIRECTORS
(Excluding Alameda, Contra Costa,
Fresno, Los Angeles, San Bernardino,
Sacramento, San Diego, San Francisco,
San Mateo, Santa Clara, and Ventura
counties)

CC: CHAIRMEN, COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS
COUNTY CLERKS

Subject: Revision of Minimum
Qualifications for Child
Welfare Services Worker I
and II Effective May 1,
1955

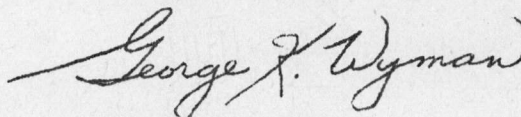
Attached are copies of the revised merit system class specifications for Child Welfare Services Worker I and II, as approved by the State Social Welfare Board on March 24, 1955. Essentially, the changes to the class specifications are as follows:

1. Child Welfare Services Worker I. Typical tasks have been broadened to include duties within the Adoptions and/or Boarding Home programs. One year of graduate training in social work continues as the minimum educational standard for the class.
2. Child Welfare Services Worker II. Typical tasks have been broadened to include duties within the Adoptions and/or Boarding Home programs. The requirement of at least one year of social casework experience in the field of child and family welfare has been eliminated for those who have completed two years of graduate training in an accredited school of social work. One year of qualifying casework experience may be substituted for the second year of graduate training in social work.

No changes have been made to the class specifications for Child Welfare Supervisor I and II. Please insert the new class specifications in your copy of the "Classification Plan for County Welfare Departments."

Additional copies of these class specifications will be sent upon request.

Very sincerely yours,



George K. Wyman
Director

Attachment

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATION...
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

CHILD WELFARE SERVICES WORKER I

California County
Merit System
Class Specification

Effective: 5/1/55
Previous Rev:
Established: 7/24/52
Title Changed:

Definition:

Under close supervision, provides casework services for children in their own homes, or for children needing foster or adoptive care; assists in community planning for the protection and care of children and youth; and performs other related duties.

Job Characteristics:

This class is designed to recruit personnel who have successfully completed at least one full year of graduate study in social work, and who have a high degree of interest in an aptitude for child welfare work. Normally workers remain in this class for one year, after which they have opportunities to advance to Child Welfare Services Worker II positions.

Workers in this class carry a smaller caseload than Child Welfare Services Workers II and are usually under the supervision of a child welfare supervisor. Assigned cases are generally of all types and all degrees of difficulty. They are selected to help the worker adapt knowledges and skills acquired in graduate training to an agency child welfare program. Intensive casework supervision is provided to help the Child Welfare Services Worker I learn (1) agency functions, (2) policies and procedures in an agency and community setting, and (3) the application of casework methods in giving service to children and parents. As experience is gained, a Child Welfare Services Worker I carries an increasingly greater responsibility and works with less detailed supervision; however, case planning and work methods continue to receive close review.

Duties which are restricted to child placing and foster home licensing activities are not exclusively characteristic of the child welfare series but are also characteristic of the social worker series.

Typical Tasks:

Helps parents, children and youth to make use of opportunities for normal healthy growth and development through casework services and the utilization of appropriate agency and community resources. Takes and processes applications for service and assistance from prospective foster or adoptive parents, unmarried mothers needing help in planning for themselves and their children; and parents, other responsible individuals and agencies for children needing help in their homes, foster or adoptive care. Recruits, studies, licenses, and selects foster and adoptive homes; places children in foster homes, institutions and adoptive homes; supervises children in temporary or permanent foster care; helps foster and adoptive parents and institution staff in meeting needs of the children in their care; helps natural parents of children in temporary placement plan for return of the children to their own homes whenever possible. Provides necessary information to courts in situations needing judicial determination, such as: protective licensing, custody or adoption actions.

5/1/55

CHILD WELFARE SERVICES WORKER I

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

Assists in community planning, identifying influences harmful to children, the interpretation of available services, and the development of needed services for the care and protection of children. Maintains records and prepares statistical and other reports of service.

Minimum Qualifications:

Education: One year of graduate training in an accredited school of social work within the last three years. (First year graduate students in the second semester or third quarter will be admitted to the examination, but they must produce evidence of completion of the full first year before they are eligible for appointment.)

AND

General Knowledge of:

- (1) Individual and group behavior with emphasis on normal growth and development, family relationships and the effect of separation on children and parents.
- (2) Casework objectives, principles, and methods.

AND

Familiarity with:

- (1) Socio-economic factors which promote stable family life and understanding of the elements which affect family security.
- (2) Social Security laws and general social legislation, including the rights and obligations of parents.
- (3) Public and private health and welfare programs.
- (4) Social welfare research methods.

AND

Ability to:

- (1) Apply casework knowledges and skills in child welfare programs.
- (2) Work within an agency and community setting and to utilize appropriate resources and services for children and parents.
- (3) Effectively communicate, both orally and in writing; and to organize time and work plans so as to render prompt service.

AND

Personal Characteristics:

A mature personality as evidenced by such factors as a warm responsive attitude, good judgment, and emotional stability; integrity; a neat personal appearance; and a capacity for professional growth and the assumption of progressively greater responsibilities under supervision.

CHILD WELFARE SERVICES WORKER I

5/1/55

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

CHILD WELFARE SERVICES WORKER II

California County
Merit System
Class Specification

Effective: 5/1/55
Previous Rev: 2/19/48
Established: 4/11/41
Title Changed: 7/24/52

Definition:

Under supervision, provides casework services for children in their own homes, or for children needing foster or adoptive care; participates in community planning for the protection and care of children and youth; and performs other related duties.

Job Characteristics:

Duties which are restricted to child placing and foster home licensing activities are not exclusively characteristic of the child welfare series but are also characteristic of the social worker series.

Typical Tasks:

Helps parents, children, and youth to make use of opportunities for normal healthy growth and development through casework services and the utilization of appropriate agency and community resources. Takes and processes applications for service and assistance from prospective foster or adoptive parents, unmarried mothers needing help in planning for themselves and their children; and parents, other responsible individuals and agencies for children needing help in their own homes, foster or adoptive care. Recruits, studies, licenses, and selects foster and adoptive homes; places children in foster homes, institutions, and adoptive homes; supervises children in temporary or permanent foster care; helps foster and adoptive parents and institution staff in meeting needs of the children in their care; helps natural parents of children in temporary placement plan for return of the children to their own homes whenever possible. Provides necessary information to courts in situations needing judicial determination, such as: protective, licensing, custody or adoption actions. Participates in community planning and identifying influences harmful to children; assists in the interpretation of available services, and the development of needed services for the care and protection of children. Maintains records and prepares statistical and other reports of service.

Minimum Qualifications:

Education: Two years of graduate training in an accredited school of social work. (One year of social casework experience in child or family welfare may be substituted for the second year of graduate training. First or second year graduate students in the second semester or third quarter will be admitted to the examination if otherwise qualified, but they must produce evidence of completion of the required graduate work before they are eligible for appointment.)

AND

Wide Knowledge of:

- (1) Individual and group behavior with emphasis on normal growth and development, family relationships and the effect of

5/1/55

CHILD WELFARE SERVICES WORKER II

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Minimum Qualifications: (Continued)

separation on children and parents.

- (2) Casework objectives, principles, and methods, with emphasis on child and family welfare.

AND

General Knowledge of:

- (1) Socio-economic factors which promote stable family life and understanding of the elements which affect family security.
- (2) Social Security laws and general social legislation, including the rights and obligations of parents.
- (3) Public and private health and welfare programs and the principles of community organization.

AND

Familiarity with:

- (1) Social welfare research methods.

AND

Ability to:

- (1) Effectively apply casework knowledges and skills in child welfare programs.
- (2) Work constructively within an agency and community setting and to effectively utilize appropriate resources and services for children and parents.
- (3) Effectively communicate, both orally and in writing; and to organize time and work plans so as to render prompt service.
- (4) Interpret child welfare programs; evaluate socio-economic conditions in a given area; and to work constructively in the development and coordination of community resources to meet special needs.

AND

Personal Characteristics:

A mature personality as evidenced by such factors as a warm responsive attitude, good judgment and emotional stability; integrity; a neat personal appearance; and a capacity for professional growth and the assumption of progressively greater responsibilities under supervision.

CHILD WELFARE SERVICES WORKER II

5/1/55

DO NOT WRITE IN THIS SPACE

FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

APR 29 1955

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(Gov. Code 11380.1)

APR 29 1955

Division of Administrative Procedure

DO NOT WRITE IN THIS SPACE

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: April 27, 1955

By:

George F. Wyman

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

APR 29 1955

4:30 P.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

F-871 WELFARE DEPARTMENT SPACE COSTS

F-871

Claims may be made for federal participation in costs incurred by county welfare departments for space necessary in administration of the welfare programs. These include building maintenance and service in premises privately owned or in privately owned buildings, expenditures for rental of privately owned space, building alterations, building purchase or construction, and parking facilities.

The principles that govern participation in such costs are:

1. The expenditures for the space are necessary, reasonable, and properly related to the efficient administration of the welfare programs.
2. The welfare department will receive the benefit of the expenditure during the period of occupancy commensurate with the extent of the cost.
3. The amounts claimed are not in excess of the comparable rental of the particular locality.
4. The expenses represent an actual cost of the county or an outlay of expenses by the county.

Whenever a claim for space cost requires prior approval by the SDSW only, claiming may not retroact beyond the first month of the quarter in which the county submits its request for approval, or the month in which occupancy begins, whichever occurs later. Whenever a claim for space cost requires prior approval by the FSSA, claiming may not retroact beyond the first month of the quarter in which approval is requested from FSSA, or the month in which occupancy begins, whichever occurs later. For exception to these rules see Item E, Building Purchase or Construction.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Fiscal

ADMINISTRATIVE EXPENDITURES

F-871

F-871 (Continued)

F-871

A. BUILDING MAINTENANCE AND SERVICES

Expenditures necessary for building maintenance and services in space occupied by county welfare departments are reimbursable according to program from state or federal funds. Such expenditures include janitorial services, heat, light, power, water, cleaning, repairing, decorating, and other expenditures of similar nature. Repairing and decorating are defined as expenditures which neither materially add to the value of the property or appreciably prolong its life, but merely keep it in an efficient operating condition. Claims of expenditures for building maintenance and services shall be made by category as provided in Sec. F-810. Expenditures not disbursed directly from the welfare appropriation, but from appropriations of other agencies of county government are subject to SDSW approval prior to claiming. The approval letter date shall be stated on the worksheet, Form DFA 64, Part 1.

B. RENTAL PAID FOR PRIVATELY OWNED SPACE

If it is found necessary to pay rental for privately owned space for use by county welfare departments, such rental costs may be claimed and shall be classified on the administrative expenditure worksheet as provided in Sec. F-810. Rental cost may not exceed the comparable rate for equivalent space and facilities in the locality. The item shall be clearly identified as building rental.

C. DEPRECIATION AND MAINTENANCE OF PUBLICLY OWNED SPACE

Upon prior approval by the SDSW, claims may be made for the cost of depreciation and maintenance of county owned buildings provided:

- a. Depreciation is related to the actual life expectancy of the building and based on the original acquisition cost, and;
- b. The resulting claim per square foot does not exceed 75% of the lowest appraisal of comparable rental in the locality. In cases where claim in excess of 75% of the lowest appraisal is fully justified, the SDSW must obtain prior approval from the FSSA.

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-871

ADMINISTRATIVE EXPENDITURES

FISCAL

F-871 (Continued)

F-871

D. BUILDING ALTERATIONS AND IMPROVEMENTS

Upon prior approval of SDSW, expenditures incurred for building alterations and improvements may be claimed on an amortized basis. The amount to be amortized monthly is determined by the life expectancy of the alteration or improvement and comparable rental rates in such locality. Building alterations and improvements as distinguished from building repairing and decoration are defined as expenditures in excess of \$100.00 which add to the value of the property and appreciably prolong its life.

The following principles are applied in evaluating county proposals for building alterations and improvements:

1. Amortization may be claimed only for those months during which the building is used or occupied by the county welfare department. If such building is vacated before the useful life of such repairs and alterations has been exhausted, an adjustment of the amount claimed will be necessary. The adjustment will reflect the difference between the amount of amortization allowed on the basis of comparable rental rates, and that which would have been allowed if computed on the basis of useful life expectancy.
2. The economy of the expenditure shall be established by comparison with the amount of rent that would be required for other suitable space in a comparable location. This monthly amount when added to any previously authorized amortization may not exceed 75% of the lowest appraisal of comparable rental.
3. If space is also occupied by an agency other than the welfare department, the cost of the alteration and improvement shall be allocated on the basis of a reasonable pro rata share, charged to each of the agencies sharing the space. Generally, this pro rata share can be determined on the basis of the floor area occupied.

Forms DFA 117 and 117B shall be used to submit proposals to the SDSW for claiming of building alteration and improvements. Complete data in support of the proposal shall be submitted therewith.

DO NOT WRITE IN THIS SPACE

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Fiscal

ADMINISTRATIVE EXPENDITURES

F-871

F-871 (Continued)

F-871

E. BUILDING PURCHASE OR CONSTRUCTION

The cost of purchase or construction of a building for use by the county welfare department may be claimed under certain conditions on an amortized basis over a period less than the expected life of the building.

Amortization will be approved only if the county, jointly with the SDSW, plans the purchase or construction to comply with the standards recommended for welfare structures (see "Planning a County Welfare Office" issued by SDSW on October 20, 1954.) In the absence of advance joint planning, reimbursement is confined to depreciation (see Item C). When planning has reached the stage where square footage and costs can be estimated with reasonable accuracy, Forms DFA 117 and 117A shall be submitted to the SDSW for formal approval.

The following principles apply in the determination of the amount to be allowed as monthly amortization in the initial cost of purchase or construction of public buildings:

1. Total cost of the building (estimates may be used subject to adjustment to actual cost.)
2. Description of the building such as type, construction, and facilities.
3. Total floor space and amount of space allocated to the agency if the building is shared with other agencies.
4. Estimated life of the building.
5. Extent and cost of landscaping attributable to building.
6. Cost of repairs and alterations in cases of building purchase.
7. Plan for financing the cost of the building, including source of funds and the amount and basis of any interest actually payable by the county.
8. Monthly or annual estimated cost of maintenance and service of building.
9. The comparable rental, with at least three statements of appraisals.

Amortization may be claimed only for those months during which the building is used or occupied by the county welfare department. If such building is vacated before its useful life has been exhausted, an adjustment of the amount claimed will be necessary. The adjustment will reflect the difference between the amount of amortization allowed on the basis of comparable rental rates, and that which would have been allowed if computed on the basis of useful life expectancy.

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-871

ADMINISTRATIVE EXPENDITURES

FISCAL

F-871 (Continued)

F-871

Federal regulations preclude claims for the cost of land on the basis that land has no actual physical depreciation. In connection with publicly owned buildings the county would always have the land as an asset long after the building had become obsolete or demolished, and its value could be realized.

The costs of landscaping beyond the immediate surroundings of the building are not considered a proper cost of the building. The construction of sidewalks and seeding and sodding of bare areas would entail proper cost. Such costs are appropriate, for purposes of federal and state financial participation, only to the extent that they are necessary to the use of the particular building.

F. PARKING FACILITIES

Claims for parking facilities may be made including the rental, construction, or purchase of garages and the securing of parking lots, excluding the cost of land. For purchase and construction of a parking facility the amount claimed for any annual period must not exceed the annual rental cost of equivalent facilities. However, if such expenditures are incurred in connection with the purchase or construction of office space, they will be considered as costs of occupancy of the building for purposes of federal financial participation under the principles governing the cost of office space.

If the parking facility is to be used by agencies other than the welfare department the cost shall be allocated on the basis of a reasonable pro rata share charged to each of the agencies using the space. Generally, this pro rata share can be determined on the basis of the number of parking spaces assigned to each agency.

(W&IC 116, 1560, 1622, 2140, 2302, 3075; CC 225a; FSSA)

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL-FISCAL

REVISION 138

Revised April 21, 1955
Effective June 1, 1955